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## **OUT-OF-SCHOOL TIME PROGRAMS FOR YOUTH REQUEST FOR PROPOSALS (RFP)**

**PIN #: 26005OSTRFP**

**RFP Release Date:** December 22, 2004

<b>Deadline for Proposals:</b>	<u>Service Option</u>	<u>Proposal Due Date</u>	<u>Time</u>
	Service Option V	February 14, 2005	5:00 PM
	Service Option IV	February 14, 2005	5:00 PM
	Service Option III	February 16, 2005	5:00 PM
	Service Option II	February 17, 2005	5:00 PM
	Service Option I	February 18, 2005	5:00 PM

**Return to:** Office of Contract Procurement  
Department of Youth and Community Development  
156 William Street, 2<sup>nd</sup> Floor  
New York, NY 10038

**Attention:** Patricia Chabla  
Agency Chief Contracting Officer

**Please be advised that this Request for Proposals must be obtained directly from DYCD in person or by downloading it from DYCD's Web site. If you obtained a copy of this RFP from any other source, you are not registered as a potential proposer and will not receive addenda DYCD may issue after release of this RFP, which may affect the requirements and/or terms of the RFP.**

**THE CITY OF NEW YORK  
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT (DYCD)**

**REQUEST FOR PROPOSALS  
FOR  
OUT-OF-SCHOOL TIME (OST) PROGRAMS FOR YOUTH  
PIN #: 26005OSTRFP**

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## AUTHORIZED DEPARTMENT CONTACT PERSONS

Proposers are advised that the Authorized Department Contact Persons for matters concerning this Request for Proposals are:

### Procurement Questions:

**Name:** Margene Bowman  
**Mailing Address:** Office of Contract Procurement  
Department of Youth and Community Development  
156 William Street, 2<sup>nd</sup> Floor  
New York, NY 10038  
**Telephone #:** (212) 676-0452  
**Fax #:** (212) 676-8129  
**E-Mail:** [Ostrfp@dycd.nyc.gov](mailto:Ostrfp@dycd.nyc.gov)

### RFP Content and Procedures Questions:

For Service Options I, II, and III — OST Regional Programs, OST Public/Private Match Programs, and OST Parks Programs:

**Name:** Rhodesia Humphrey-Fletcher  
**Mailing Address:** Planning, Research, and Program Development  
Department of Youth and Community Development  
156 William Street, 2<sup>nd</sup> Floor  
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For Service Options IV and V — Technical Assistance and Evaluation Services:

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156 William Street, 2<sup>nd</sup> Floor  
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**E-Mail:** [Ostrfp@dycd.nyc.gov](mailto:Ostrfp@dycd.nyc.gov)

**Phone-in questions regarding this RFP will be accepted and responded to until 5:00 PM one week prior to the RFP due date. Written questions (i.e., mailed, faxed or e-mailed) regarding this RFP will be accepted until 5:00 PM two weeks prior to the RFP due date. DYCD will respond to such questions in writing by either return mail, fax, or e-mail, as applicable.**

**Proposers should note that any telephone or written response that may constitute a change to the RFP will not be binding unless DYCD subsequently issues such change as a written addendum to the RFP. DYCD will post written responses to common questions regarding this RFP on its Web site, [www.dycd.nyc.gov](http://www.dycd.nyc.gov).**

## SECTION I: TIMETABLE

**A. Release Date of this Request for Proposals (RFP):** December 22, 2004

**B. Pre-Proposal Conferences:** Attendance by proposers is optional but **strongly** recommended by DYCD. For sessions #1-5, as indicated below, proposers should attend the session that corresponds to the Department of Education Region in which they are proposing a program. Please limit attendance to no more than two representatives per session.

**SERVICE OPTIONS I, II, AND III – OST REGIONAL PROGRAMS, PUBLIC/PRIVATE MATCH PROGRAMS, AND OST PARKS PROGRAMS:**

Sessions*	Date	Time	Location†
#1 Regions 1 and 2	Tuesday 1.11.05	10:00 AM–12:00 PM	New York City College of Technology Klitgord Center 285 Jay Street Brooklyn, New York 11201
#2 Regions 3 and 4	Tuesday 1.11.05	2:00 PM– 4:00 PM	New York City College of Technology Klitgord Center 285 Jay Street Brooklyn, New York 11201
#3 Regions 5 and 6	Wednesday 1.12.05	10:00 AM–12:00 PM	New York City College of Technology Klitgord Center 285 Jay Street Brooklyn, New York 11201
#4 Regions 7 and 8	Wednesday 1.12.05	2:00 PM–4:00 PM	New York City College of Technology Klitgord Center 285 Jay Street Brooklyn, New York 11201
#5 Regions 9 and 10	Thursday 1.13.05	10:00 AM–12:00 PM	New York City College of Technology Klitgord Center 285 Jay Street Brooklyn, New York 11201
#6 Make-up Session	Thursday 1.13.05	2:00 PM—4:00 PM	New York City College of Technology Klitgord Center 285 Jay Street Brooklyn, New York 11201

Representatives of DYCD and other agencies contributing to this RFP, including the Administration for Children’s Services (ACS), the Department of Education, the New York City Housing Authority, the Department of Parks and Recreation and the Department of Health and Mental Hygiene, will participate in Pre-Proposal Conference sessions #1-5. At the end of each session, ACS representatives will address issues of concern to current ACS providers.

\* All sessions (#1-#5) will address Service Options I, II and III of this RFP.

† For directions to the Klitgord Center at New York City College of Technology, call (718) 260-5500 or visit their Web site at <http://www.citytech.cuny.edu/aboutus/directions/index.shtml>

**SERVICE OPTION IV — OST TECHNICAL ASSISTANCE:**

	<b>Date</b>	<b>Time</b>	<b>Location</b>
Only Session	Wednesday 1.5.05	10:00 AM–12:00 PM	DYCD 156 William Street, 2 <sup>nd</sup> Floor Auditorium New York, NY 10038

**SERVICE OPTION V — EVALUATION SERVICES:**

	<b>Date</b>	<b>Time</b>	<b>Location</b>
Only Session	Thursday 1.6.05	10:00 AM–12:00 PM	DYCD 156 William Street, 2 <sup>nd</sup> Floor Auditorium New York, NY 10038

**C. Networking for Potential Proposers for Services Options I, II, and III**

To facilitate partnerships, there will be a networking session following the conclusion of each pre-proposal conference for Service Options I, II, and III. Potential proposers will have an opportunity to meet one another and exchange information. DYCD will also collect contact information from organizations on a voluntary basis for inclusion in a networking contact list, which DYCD will post on its Web site ([www.nyc.gov/dycd](http://www.nyc.gov/dycd)) within seven business days of each conference. Hard copies will be available from DYCD’s Office of Contract Procurement at the address listed on page 5, above.

**D. Proposal Due Date, Time and Location, and Question Period End Dates**

The proposal due date will vary by Service Option as indicated below. The time of day by which the proposals must be submitted on the due date and the location of submission are the same for all Service Options.

			<b>Question Period End Dates</b>	
	<b>Service Option</b>	<b>Proposal Due Date</b>	<b>Phone</b>	<b>E-mail</b>
<b>Date:</b>	Service Option V:	February 14, 2005	February 7, 2005	January 31, 2005
	Service Option IV:	February 14, 2005	February 7, 2005	January 31, 2005
	Service Option III:	February 16, 2005	February 9, 2005	February 2, 2005
	Service Option II:	February 17, 2005	February 10, 2005	February 3, 2005
	Service Option I:	February 18, 2005	February 11, 2005	February 4, 2005
<b>Time:</b>	5:00 PM			
<b>Location:</b>	Hand deliver proposals to Patricia Chabla, Agency Chief Contracting Officer, 156 William Street, 2 <sup>nd</sup> Floor, New York, NY 10038			

DYCD will not accept e-mailed or faxed proposals.

**Proposals received at this location after the Proposal Due Date and Time are late and will not be accepted, except as provided under New York City’s Procurement Policy Board Rules, Section 3-03 (f)(5).**

In accordance with Section 3-03(f)(5), DYCD will consider requests made to the Agency Chief Contracting Officer to extend the Proposal Due Dates and Time prescribed above, but under no circumstances will an extension beyond three hours be permitted, nor will one be permitted if any competing proposal has been opened. In the event that any proposal is afforded an

extension, all proposals similarly filed within the period of extension will be considered timely filed. Unless DYCD issues a written addendum to this RFP to extend the Proposal Due Dates and Time for all proposers, the Proposal Due Dates and Time prescribed above shall remain in effect.

**E. Anticipated Contract Start Dates:** For Service Options I, II, and III: September 1, 2005  
For Service Options IV and V: July 1, 2005

## SECTION II: OVERVIEW OF THE REQUEST FOR PROPOSALS

### A. OST Initiative Overview

New York City is engaged in an initiative to create a comprehensive, coordinated system for Out-of-School Time (OST) programs. Through a series of summits and cross-sector leadership team meetings beginning in October 2003, City agencies, providers, community leaders, and representatives from foundations developed the OST Program Vision and Goals statement. This statement represents a consensus of these stakeholders and provides the basis for current and future work in the OST system, including development of this Request for Proposals (RFP). Following the issuance of this RFP, OST planning efforts will continue to enhance OST services and respond to family and community needs by further developing supportive partnerships, systems of accountability, and coordination among public and private stakeholders.

### B. Purpose of RFP

This RFP reflects the initial phase of OST planning. Through this RFP, the Department of Youth and Community Development (DYCD) seeks appropriately qualified organizations to provide a variety of comprehensive and high quality OST programs to school-age youth\* in each of the ten (10) Department of Education (DOE) regions. DYCD encourages small, neighborhood-based organizations, as well as large, city-wide organizations, to apply. DYCD also encourages organizations to partner with one another to offer varied and comprehensive programming.

In addition to OST program providers, DYCD is seeking each of the following:

1) appropriately qualified organizations to provide Technical Assistance (TA) to the organizations awarded OST contracts from this RFP, and 2) an appropriately qualified organization to provide Evaluation Services.

#### *OST Program Vision*

A quality OST system offers safe and developmentally appropriate environments for children and youth when they are not in school. OST programs support the academic, civic, creative, social, physical and emotional development of young people and serve the needs of the City's families and their communities. Government, service providers, and funders are partners in supporting an accountable and sustainable OST system.

#### *OST Program Goals*

The overall goals for OST programs are listed below.

**Goal 1:** Provide a healthy, safe environment

**Goal 2:** Foster high expectations for participants

**Goal 3:** Foster consistent and positive relationships with adults and peers and a sense of community

**Goal 4:** Support the needs of working families

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\* For the purposes of this RFP, "school-age youth" refers to individuals up to age 21 who are enrolled in grades K-12.

- Goal 5:** Support healthy behavior and physical well-being
- Goal 6:** Strengthen young people’s academic skills
- Goal 7:** Support the exploration of interests and the development of skills and creativity
- Goal 8:** Support youth leadership development
- Goal 9:** Promote community engagement and respect for diversity

***Participation by Government Entities in This RFP***

Government entities and their related affiliates, including but not limited to public libraries, public schools, and other City agencies, are not eligible to receive a contract award under Service Options I, II, III, and IV. However, these entities may participate in OST programs through linkages or subcontracting agreements with organizations awarded contracts from this RFP for Service Options I - IV. For Service Option V, public institutions of higher education, such as the City University of New York and the State University of New York, are eligible to apply.

**C. Service Options**

Five Service Options are offered through the OST RFP:

- Service Option I — OST Regional Programs
- Service Option II — OST Public/Private Match Programs
- Service Option III — OST Parks Programs
- Service Option IV — OST Citywide Technical Assistance
- Service Option V — OST Evaluation Services

Proposers may propose to provide more than one Service Option, however:

- If a proposer is eligible for award of more than one contract from this RFP, DYCD reserves the right to determine, based on the proposer’s demonstrated organizational capability and the best interests of the City, how many, for what level of services, and for which Service Option(s) the proposer will be awarded a contract, and the dollar value of each such contract.
- Notwithstanding the above, a proposer selected for award of a Service Option IV contract or the Service V contract will not be eligible for award of any other contract from this RFP.

**Important Notice to Current Providers of ACS School-age Child Care Services**

As of September 2006, the Administration for Children’s Services (ACS) will not contract for child care programs for school-age youth. Current ACS providers interested in transitioning from the ACS school-age child care system to the DYCD OST system should and are encouraged to apply for applicable funding through this RFP. Current ACS providers who are selected for contract award through this RFP will transition to the DYCD OST system. Assistance related to this transition will be available to ACS child care providers, as detailed in a letter being issued to such providers. (See Appendix A)

### ***Service Option I — OST Regional Programs***

Service Option I covers OST programs for youth in elementary, middle, and high school in each of the ten DOE regions. (A map of each DOE region is given in Appendix B.) The programs may be center-based or school-based. (See Section F below.) In addition, 15 OST priority middle schools have been identified in which OST programs would operate in collaboration with a state-approved Supplemental Educational Services (SES) provider; in three of these OST priority middle schools, the OST program would also collaborate with a public library. (See Appendix E-2.) Proposers should propose programs that are age-appropriate and within the parameters for program duration and hours, and the maximum price per participant set forth in Section II-D, Chart #1, below.

Youth currently participating in an ACS pre-school program or a school-age child care program for youth under age 13, or their siblings, must be given priority for enrollment in age-appropriate Service Option I OST Regional programs.

Three separate Service Option I competition pools for elementary school programs, middle school programs, and high school programs, respectively, will be established for each of the ten DOE Regions.

- Proposers may propose to serve more than one DOE region. Proposers may also propose to provide elementary, middle, and/or high school level programs within a particular DOE Region. **However, a complete and separate proposal must be submitted for each elementary, middle, or high school level program proposed in each DOE Region.**
- Proposers may propose to provide more than one middle school level program within a particular DOE Region. **However, a complete and separate proposal must be submitted for each OST priority middle school program proposed in each DOE Region.**
- Proposers may propose to provide a year-round or a school-year program for elementary or middle school levels. DYCD anticipates funding more participants in school-year than year-round programs. In addition, proposers proposing year-round programs may serve fewer participants in the summer than during the school year.
- Proposers that propose to provide an elementary or middle school level program may propose a facility site for the summer component of that program that is different from the facility site proposed for the school-year component.
- In anticipation of increased OST funding for contract year 2, DYCD invites proposers to indicate their capacity to increase the number of program participants in year 2 of the contract at the same maximum price per participant as set forth in Section II-D, Chart #1, below.
- **Greater consideration** will be given to proposers that propose to provide additional funding to supplement the DYCD funding. Such additional funding may include public funding as well as funds from private sources.

### ***Service Option II — OST Public/Private Programs***

Service Option II supports flexible programming for youth in elementary, middle, and high school across the ten DOE regions. In Service Option II, programs may serve multiple school levels. The programs may be center-based or school-based. (See Section II-F below.)

Proposers should propose programs that are age-appropriate and within the parameters for program duration and hours and maximum price per participant set forth in Section II-D, Chart #2. However, proposers may propose to provide a program with a duration that exceeds the minimum prescribed program duration and hours.

For Service Option II, proposers must provide a cash match equal to at least 30 percent of the DYCD funding. Only funds from private sources such as corporations, foundations, and individuals may be used as the cash match. **Proposers may not use City, state, or federal funding to meet the minimum 30 percent cash match requirement.** Proposers must demonstrate their ability to provide the cash match through the submission of a signed Letter of Intent from each funding source certifying that the first year's required match has already been secured.

A separate competition pool will be established for Service Option II proposals.

- Proposers may propose within a **single** proposal to provide a program that offers service within one particular DOE Region, across two or more DOE Regions, or citywide.
- Proposers may propose within a **single** proposal to serve youth from more than one school level. However, the proposer will be requested to separately demonstrate that the proposed program services and activities are age-appropriate for participants at each school level.
- **Greater consideration** will be given to proposers that propose to provide additional funding that exceeds 30 percent. That amount of the proposer's additional funding that exceeds the minimum required 30 percent may include public funding as well as funds from private sources.
- **Greater consideration** will be given to proposers that propose to serve one of the target youth populations listed in Appendix C, below.

### ***Service Option III — OST Parks Programs***

Service Option III supports, in collaboration with the Department of Parks and Recreation (Parks), the program types described below. Proposers may propose programs that will serve youth 6 – 21 years of age, according to the specifications outlined in Section IV-Part I, below. Proposers should propose programs within the parameters for program duration and hours and maximum price per participant set forth in Section II-D, Chart #3, below.

- **Program Type 1 — Reach** programs offer therapeutic recreation and educational programming for youth with disabilities (i.e., physical, emotional, behavioral, and/or cognitive impairments).
- **Program Type 2 — Academic Support** programs offer activities to assist participants to meet or exceed academic standards.
- **Program Type 3 — Life Skills** programs offer activities with an emphasis on teaching youth how to manage finances.

These programs would be operated at Parks sites identified in Appendix I-1, below.

A separate competition pool will be established for Service Option III proposals.

- Proposers may propose to provide more than one program type. Likewise, proposers may propose to provide a particular program type at more than one site. **However, a separate and complete proposal must be submitted for each program type proposed and for each site at which a particular program type will be provided.**
- **Greater consideration** will be given to proposers that propose to provide additional funding to supplement the DYCD funding. Such additional funding may include public funding as well as funds from private sources.

#### ***Service Option IV — OST Citywide Technical Assistance***

Service Option IV supports the development and delivery of technical assistance to OST program providers. OST Technical Assistance (TA) services will be directed to supporting the implementation, building, and sustaining of programs that meet the objectives of the OST system. In addition, TA services will enhance the capability of programs to offer youth the developmental experiences that are linked to positive outcomes. TA will also include training related to state regulations, attendance tracking, the administration of parent and participant surveys, and the implementation of outcome measurement and reporting.

It is anticipated that the OST system will include direct service providers that vary in size, the ages and cultural background of the populations served, and program models used. DYCD is committed to supporting this range of direct service providers, including emerging and grassroots organizations.

Two separate competition pools will be established for Service Option IV proposals:

- **TA Sub-Option IV (A):** OST Citywide Technical Assistance to Elementary School Programs
- **TA Sub-Option IV (B):** OST Citywide Technical Assistance to Middle and High School Programs

TA services shall be tailored to the respective school level(s) (elementary, middle, high school) being served by OST programs.

DYCD intends to award one 38-month contract for each TA Sub-Option. Proposers may propose to provide services under both Sub-Option IV(A) and Sub-Option IV(B). **However, a separate and complete proposal must be submitted for each sub-option proposed.**

As detailed in Section V of this RFP, services offered under each of the TA Sub-Options will comprise two components:

- **TA Component 1: Core Training:** Mandatory training that all OST direct service providers will be required to attend.
- **TA Component 2: Supplemental Services/Activities:** A variety of supplemental workshops and trainings that all OST direct service providers may attend on a voluntarily basis. In addition, staff of certain OST providers will be required to receive specific types of supplemental Technical Assistance based on referrals by DYCD or the TA provider.

TA providers will develop distinct training for program managers and frontline staff of OST programs. Targeted services provided under TA Component 2 will be based, in part, on individual organizational assessments.

**Greater consideration** will be given to proposers that propose to provide additional funding to supplement the DYCD funding. Such additional funding may include public funding as well as funds from private sources.

### ***Service Option V — Evaluation Services***

Evaluation Services will be used to assess the effectiveness of the OST system. DYCD will report the results of this analysis to stakeholders, including parents, program staff, and policymakers. In addition, the evaluation will generate feedback that can be used to continuously improve the management and operation of the OST system.

DYCD intends to award one 40-month contract for OST Service Option V. The evaluation will examine implementation and outcomes at the participant, program, and system levels. The study of program implementation will look at patterns of youth participation in OST programs and the extent to which OST providers incorporate high quality program features. The outcomes analysis will investigate the links between OST programs and youth participants' attainment of a range of youth development goals. On the system level, the evaluation will examine how the OST initiative has addressed its broader goals of increased system coordination and efficiency, as well as improved support for working families in New York City.

The evaluation design would be based on a 40-month project timeline. The four components of the OST evaluation will include:

1. *Development of an OST Theory of Change*, which will set all program goals, activities, and strategies into one framework. This framework will be explicit about the assumptions that drive OST program logic and will be the source upon which all aspects of the evaluation will be based;
2. *A Study of OST Program Implementation*, which will document the progress of OST providers toward achieving high program quality and critical levels of youth participation;
3. *A Study of OST Participant Outcomes*, which will examine the effectiveness, in keeping with the Theory of Change, of the OST system in meeting its goals for program participants; and
4. *A Study of OST System-Level Implementation and Outcomes*, which will assess the extent to which the OST initiative is meeting its broader goals of more efficiently consolidating and allocating public resources to better meet the need for OST programming in New York City.

A separate competition pool will be established for Service Option V proposals. DYCD anticipates that one Evaluation Services contract will be awarded.

**Greater consideration** will be given to proposers that propose to provide additional funding to supplement the DYCD funding. Such additional funding may include public funding as well as funds from private sources.

**D. Program Duration Options, Minimum Program Hours of Operation<sup>\*</sup>, and Maximum Price per Participant<sup>†</sup> (Service Options I, II, and III)**

The program duration options, minimum program hours of operation, and maximum price per participant for Service Options I, II, and III are presented below. DYCD will consider a higher price per participant for programs serving youth with disabilities (physical, emotional, behavioral, and/or cognitive impairments), **if the proposer effectively demonstrates** that the program design justifies such a higher price per participant. However, proposers should note that the maximum price per participant prescribed for Service Option III’s Reach Program already reflects an appropriately higher price per participant.

**Service Option I — Program Parameters**

The following chart summarizes the program parameters that apply to OST Service Option I.

**CHART #1**

SCHOOL LEVEL	PROGRAM DURATION	MINIMUM PROGRAM HOURS OF OPERATION	MAXIMUM PRICE PER PARTICIPANT
<b>Elementary School</b>	<b>Year-round<sup>(a)</sup></b>	Summer = 8 weeks @ 50 hours/week School Year = 36 weeks @ 15 hours/week 20 days @ 10 hours/day <sup>(b)</sup>	\$2,800
	<b>School-year</b>	School Year = 36 weeks @ 15 hours/week 20 days @ 10 hours/day <sup>(b)</sup>	\$2,000
<b>Middle School</b>	<b>Year-round<sup>(a)</sup></b>	Summer = 8 weeks @ 50 hours/week School Year = 36 weeks @ 8 hours/week 20 days @ 10 hours/day <sup>(b)</sup>	\$2,100
	<b>School-year</b>	School Year = 36 weeks @ 8 hours/week 20 days @ 10 hours/day <sup>(b)</sup>	\$1,300
<b>High School</b>	<b>School-year</b>	36 weeks @ 3 hours/week	\$540

- (a) **Program hours.** The required year-round program hours equal the hours for the summer and school-year components combined. For elementary school year-round programs, the required annual program hours equal 1,140 hours. For middle school year-round programs, the required annual program hours equal 888 hours.
- (b) **School closing days.** For each school closing day, at least 10 hours of services will need to be provided. Services must be provided on a total of 20 school closing days. The school closing days must include the DOE winter recess, midwinter recess, and spring recess, as

<sup>\*</sup> An hour of operation is defined as an hour in which program activities are available to participants. DYCD expects that all enrolled participants will have the opportunity to engage in program activities for an amount of time equal to the minimum program hours of operation. Program designs should reflect this. DYCD will not accept program proposals that do not meet the minimum number of weeks and hours per week of program activity.

<sup>†</sup> The Maximum Price per Participant applies to DYCD’s contribution to the proposed program.

well as additional holidays chosen by the contractor from among the following: Rosh Hashanah, Columbus Day, Election Day, Veterans Day, Yom Kippur, and Good Friday.

**Service Option II — Program Parameters**

The following chart summarizes the program parameters that apply to OST Service Option II. Service Option II allows for the greatest flexibility with respect to program duration and program hours of operations. Beyond the minimums stated below, proposers may propose various combinations of program duration and hours of operation.

**CHART #2**

SCHOOL LEVEL	PROGRAM DURATION	MINIMUM PROGRAM HOURS OF OPERATION	MAXIMUM PRICE PER PARTICIPANT
Elementary, Middle and/or High School	Minimum = 4 weeks	160 hours/year	\$600

**Service Option III — Program Parameters**

The following chart summarizes the program parameters that apply to OST Service Option III.

**CHART #3**

PROGRAM TYPE	PROGRAM DURATION	MINIMUM PROGRAM HOURS OF OPERATION	MAXIMUM PRICE PER PARTICIPANT
<b>I. Reach</b>	School-year	36 weeks @ 10 hours/ week	\$2,500
<b>II. Academic Support</b>	School-year	Ages 6 -13: 36 weeks @ 6 hours/week or Ages 14-21: 36 weeks @ 4 hours/week	\$540
<b>III Life Skills</b>	School-year	Ages 6 -13: 36 weeks @ 6 hours/week or Ages 14-21: 36 weeks @ 4 hours/week	\$540

**E. Greater Consideration for Servicing Target Zip Codes for Service Options I and II**

In order to maximize the impact of OST programs, zip codes with a high need for OST programs have been identified and listed in Appendix D. **For Option I and II programs, greater consideration will be given to proposers that propose to serve youth residing in the target zip code areas identified for each program Option, respectively, in Appendix D.** For *elementary and middle school* programs, the **program site must be located within the target zip code area(s)**. For *high school* programs, the program must serve youth *residing* in the target zip code area(s), but the **program site may be located outside of the target zip code area(s)**. Notwithstanding the above, a program serving a target zip code area(s) would not preclude any youth residing outside that target zip code area(s) from participating if the program has available space.

## **F. Program Facilities — Options I and II Only**

OST Regional and Public/Private Match Programs, Options I and II respectively, may be provided at appropriate school-based or center-based facilities, including New York City Housing Authority (NYCHA) sites listed in Appendix I-2, located in the DOE Region(s) to be served.

In the case of school-based programs, proposers may propose to provide programs at: 1) an applicable level OST Pre-certified School listed in Appendix E-1; 2) one of the fifteen OST Priority Middle School sites listed in Appendix E-2; or 3) at an appropriate public school site *not* specifically cited in the RFP.

Year-round OST programs located in schools may be required to find an alternative, acceptable site for the summer due to contingencies such as summer school and/or school construction.

The schools listed in Appendix E have confirmed their interest in serving as OST program sites. These schools will sponsor open houses for prospective proposers to visit the schools and meet with school personnel. The open house dates and contact information will be posted on DYCD's Web site and be available in hard copy from DYCD's Office of Contract Procurement at the address listed on page 5, above.

In the case of programs to be located at school sites **not** listed in Appendix E, the proposer must submit a Linkage Agreement Form (Attachment 3) executed by the proposer and the school principal that indicates the school's commitment to host the proposed OST program. This Linkage Agreement Form must be submitted with the OST proposal, or the proposal will be determined to be non-responsive and will not be further considered.

**For all school-based sites**, a contract award shall be subject to execution and submission of a site-specific school partnership agreement which will be provided by DYCD to organizations selected for award and returned to DYCD during contract negotiations. This agreement will address respective responsibilities of the school and the OST provider with regard to matters including, but not limited to, communication, security, maintenance, and conflict resolution.

## **G. Anticipated Contract Term**

It is anticipated that the term of the contracts awarded from this RFP will be as follows:

Service Options I, II, and III: September 1, 2005 through August 31, 2008

Service Option IV: July 1, 2005 through August 31, 2008

Service Option V: July 1, 2005 through October 31, 2008

All contracts (Service Options I-V) will also include an option for DYCD to renew for up to three additional years.

## **H. Anticipated Available Annual Funding**

It is anticipated that the total annual funding available for contracts awarded from this RFP will be up to \$64,050,000. For OST Regional programs (Option I), annual funding of up to

\$56,050,000 will be distributed across the 10 DOE regions according to the percentages shown in the chart below. Within each of the 10 regions, it is anticipated that this funding will be further allocated to each school level according to the following approximate percentages: elementary (60 percent), middle (30 percent), and high school (10 percent), although DYCD reserves the right to modify such allocation percentages in the best interests of the City. The anticipated annual funding for OST Public/Private Match programs (Option II) will be up to \$6,000,000. DYCD will fund three separate program types to be located at Parks facilities (Option III) through anticipated annual funding of up to \$1,000,000. The anticipated funding by program type in Option III will be as follows: up to \$350,000 for Reach programs, up to \$400,000 for Academic Support programs, and up to \$250,000 for Life Skills programs. DYCD also anticipates that the annual funding for each of Options IV (Technical Assistance services) and Option V (Evaluation Services) will be up to \$500,000 annually.

**DISTRIBUTION OF FUNDS<sup>††</sup> FOR SERVICE OPTION I**

<b>Department of Education Region</b>	<b>Percentage of Total OST Option I Funding<sup>††</sup></b>
Region 1	10.65%
Region 2	10.05%
Region 3	10.90%
Region 4	9.10%
Region 5	9.75%
Region 6	10.10%
Region 7	12.05%
Region 8	9.90%
Region 9	8.90%
Region 10	8.45%
<b>Total</b>	<b>100%</b>

*DYCD reserves the right to award less than the full amount of funding requested by proposers.*

**I. Anticipated Payment Structure**

It is anticipated that the payment structure of the contracts awarded from this RFP for Options I, II, and III will be based on line-item budget reimbursement and the achievement of minimum average daily attendance levels. For Options IV and V, it is anticipated that the payment structure of the contracts awarded from this RFP will be based upon cost reimbursement for work completed according to a schedule of milestones and/or deliverables.

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<sup>††</sup> The allocations across regions are based on the following formula: .7 (% share of youth in age cohort) + .15 (% share of low-income youth) + .15 (% share of low performing schools)

<sup>‡‡</sup> Percentage figures are rounded.

## **J. Minimum Qualification and Minimum Submission Requirements (Applicable to Proposers for Service Options I, II and III ONLY)**

The following are the minimum qualification and minimum submission requirements for Service Options I, II and III of this RFP. Proposals that do not meet all of the applicable minimum requirements will be determined to be non-responsive and will not be further considered. **Attach all applicable required documentation to Attachment 1– Proposal Summary Form.**

### ***Proposers for Service Options I, II, and III***

- The proposer must be classified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, as documented by a copy of the exemption certificate, **OR** must have applied for such status prior to the proposal due date prescribed in this RFP, as documented by a copy of the application. (Final contract award shall be contingent upon presentation of a copy of the exemption certificate.) The use of a fiscal conduit is not permitted.
- The proposer must propose to provide programs that comply with the applicable prescribed parameters for program duration and minimum hours of operation set forth in Section II-D, above.

### ***Proposers for Service Option I***

- A proposer proposing to provide a program in a school **not** listed in Appendix E must submit a Linkage Agreement Form (Attachment 3) indicating the school's commitment to host the proposed OST program.
- A proposer proposing to provide a program in any OST Priority Middle School listed in Appendix E-2 must submit a Linkage Agreement Form (Attachment 3) to demonstrate that its connection with a state-approved Supplemental Educational Services (SES) provider referenced in Appendix E-2.
- A proposer proposing to provide an OST Priority Middle School program in JHS 117 in Brooklyn, JHS 166 in the Bronx, or JHS 126 in Queens must submit a statement certifying that it will collaborate with the applicable Public Library System listed in Appendix E-2.
- A proposer proposing to provide a program in a NYCHA facility(ies) must comply with the terms and conditions listed in the Appendix I-2.

### ***Proposers for Service Option II***

- The proposer must provide a privately-funded cash match of at least 30 percent of DYCD's funding for the program. The private match portion shall not include funding from any other government source. The proposer must submit a signed Letter of Intent from each funding source certifying that the first year's required match has already been secured.
- A proposer proposing to provide a program in a school **not** listed in Appendix E must submit a Linkage Agreement Form (Attachment 3) indicating the school's commitment to host the proposed OST program.
- A proposer proposing to provide a program in a NYCHA facility(ies) must comply with the terms and conditions listed in Appendix I-2.

## SECTION III: SERVICE OPTIONS I AND II — OST REGIONAL PROGRAMS AND OST PUBLIC/PRIVATE MATCH PROGRAMS

### PART 1 — SCOPE OF SERVICES

#### A. Agency Assumptions Regarding Program Approach

DYCD seeks program approaches that address the OST program goals set forth below and incorporate positive youth development principles such as ensuring the safety, engagement, and empowerment of youth; providing caring adult role models; offering opportunities to develop individual skills and competencies; and integrating family, school, and community supports. For a synopsis of youth development principles, as well as additional references and resources, see Appendix G. (Appendix materials are provided for background purposes only. The OST program goals required for each program type are set forth in Section III-E Program Approach, below.)

OST activities should complement the school-day activities of OST participants. With respect to OST Goal 6 (“Strengthen young people’s academic skills”), OST activities should share the same objectives as school-day activities, but provide different learning approaches that reflect the youth development principles noted above. DYCD anticipates that proposers will propose programs that augment rather than repeat school-day instruction and that incorporate appropriate learning concepts through varied activities (*e.g.*, homework help, story-telling, and diaries) and/or through project-based approaches.

DYCD’s assumptions regarding the approach that will most likely achieve the OST program goals are described below.

#### B. Regulatory Framework

- **New York State School-Age Child Care (SACC) Regulations.** For programs serving seven (7) or more youth under age 13, the contractor shall comply with applicable New York State School-Age Child Care (SACC) regulations. These regulations pertain to program aspects including, but not limited to, program content, facilities, staff qualifications, and training. The New York State SACC regulations are accessible at [www.ocfs.state.ny.us/main/beccs/daycare\\_regs.asp](http://www.ocfs.state.ny.us/main/beccs/daycare_regs.asp), or a hard copy may be obtained from DYCD’s Office of Contract Procurement.
- **DYCD strongly encourages proposers to apply for SACC registration through the Bureau of Day Care of the City’s Department of Health and Mental Hygiene. DYCD will not release funds to any proposer awarded a contract until it has obtained a registration. Any program which does not have an SACC registration should consult the definitions in 18 NYCRR 413.2 to determine if such registration is required. See [www.ocfs.state.ny.us/main/beccs/daycare\\_regs.asp](http://www.ocfs.state.ny.us/main/beccs/daycare_regs.asp).**
- **Non-discrimination.** The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, age, national origin, alienage or citizenship status, gender (including gender identity), sexual orientation, disability, marital status, arrest or conviction record, status as a victim of domestic violence, lawful occupation, and family status.

- **Fingerprinting**. For school-age child care programs: Staff (paid and volunteer) of all programs serving seven (7) or more youth under age 13 shall be fingerprinted by the Department of Health and Mental Hygiene (DOHMH) pursuant to SACC regulations. For school-based programs: Except as further noted, all OST program staff (paid and volunteer) shall also be fingerprinted at no cost to the contractor and investigated by DOE’s Office of Personnel Investigation for criminal conviction history in accordance with DOE policies and procedures. Youth staff (paid and volunteer) who are 17 years old or younger and who are still attending school are not required to be fingerprinted. The contractor shall designate a staff person to serve as liaison to the DOE with respect to all issues involving fingerprinting and clearance of OST program staff.
- **Personnel Investigation/Arrest Notification**. Upon receipt of an award, the contractor shall comply with the regulations, policies and procedures of DYCD, of DOHMH if subject to the SACC regulations, and of DOE if school-based, with respect to investigation for criminal conviction histories of program staff members (proposed or currently employed), including volunteers. Such regulations, policies and procedures shall also determine whether individuals with criminal conviction histories may continue their employment in the OST program. In addition, the OST program shall report any conviction or subsequent arrest of any staff member (paid or volunteer) of which it becomes aware to DYCD, and, if school-based, to DOE’s Office of Personnel Investigation as well.
- **Voter Registration and Health Insurance Options Plan**. The contractor shall provide non-partisan voter registration opportunities for participants and their families in accordance with Local Law 29, and participate in DYCD’s Public Health Insurance Options Plan in accordance with Local Law 1. Copies of these Local Laws are available upon request from DYCD.
- **DYCD Fee Policy**. The contractor shall not charge any fee to program participants for services provided under contracts awarded from this RFP or require any other payment, purchase, or participation in any activities that will raise funds as a condition of eligibility for OST program(s). Failure to comply with this provision would constitute a material breach of the contractor’s agreement with DYCD. However, DYCD reserves the right to amend this policy within the term of the contract in the event that state and/or federal regulations require it. DYCD will notify contractors in advance of any amendment and its possible implications.
- **Staff to Participant Ratios**. Pursuant to the SACC regulations for elementary and middle school programs serving seven (7) or more youth under 13 years of age, the staff ratios shall be determined by the age of the youngest child in the group activity. For example, in programs for children in group activities that include children under the age of 10, the maximum group size may not exceed 20 children, with one staff member per every ten children. The Maximum Anticipated Daily Attendance shall not exceed the SACC registration maximum capacity.

Age of Child	Minimum Staff to Child Ratio	Maximum Group Size
Through 9 years	1:10	20 youth
10-12 years	1:15	30 youth

- **Snacks and Meals.** For elementary and middle school programs, the contractor shall provide a snack for participants in programs operating three or more hours on any given day and a meal in programs operating more than four hours a day. At DOE school sites, including high school sites, DOE will cover the costs of snacks. At NYCHA sites, NYCHA will cover the costs of the snacks and meals.
- **Facilities.** The program facility shall be easily accessible to public transportation. The program facility shall comply with all Americans with Disabilities Act (ADA) requirements. In the case of school-based programs and programs based at NYCHA facilities, if the facility does not fully comply with ADA requirements, reasonable accommodations must be made to ensure that program activities are accessible to youth with disabilities.

## **C. Program Design**

### ***Populations to be served***

- In general, the youth served through OST programs will range in age from 6 through 21 years and reside throughout the ten DOE regions in NYC. Youth under age 6 may also be included if they are enrolled in kindergarten. Individual OST programs would target youth in one of the designated school levels (elementary, middle, or high school) within one of the ten DOE regions. For programs at OST Priority Middle Schools, participants must be from the targeted school.
- As noted in Section II C above, youth currently participating in an ACS pre-school program or a school-age child care program for youth under age 13, or their siblings, must be given priority for enrollment in age-appropriate Service Option I OST programs.
- Elementary school programs may enroll youth under age 13 who are attending middle school.
- For programs serving youth 13 years and older, DYCD encourages programs to maintain a minimum staff to child ratio of 1:15.
- Contractors would tailor outreach efforts and services to address the needs of a specific community(ies) as appropriate to their program focus and target population. Except for programs located in OST Priority Middle Schools listed in Appendix E-2, school-based programs would not restrict enrollment to youth who attend the school serving as a site for the program, but would recruit participants from the surrounding community(ies).

### ***Contractor/Staff Qualifications***

- The contractor would be fiscally sound and capable of managing the proposed program.
- The contractor and/or key staff would have at least two years of successful experience within the past five years providing services to youth ages 6 through 21.
- The contractor and program staff would know the backgrounds and cultures of program participants and surrounding communities and be able to integrate this information in service delivery.
- The contractor would ensure that key staff are qualified and appropriately trained in areas including, but not limited to, youth development, education, services for youth with disabilities, and cultural diversity.

- The contractor would provide opportunities for ongoing professional development of staff and volunteers.

***Program Facility***

- The program facility would be located in the proposed DOE region and, if applicable, the target zip code area(s).
- The program facility would be of adequate size and design to accommodate program staff, participants, and program activities, including physical activities.
- The contractor would develop a written Security Plan in coordination with school personnel, NYCHA personnel, and/or the local police precinct, as applicable, and subject to DYCD approval prior to completion of contract negotiations. The Security Plan would detail emergency procedures and the means by which the safety and security of program participants and the program site would be maintained throughout the entire operation, from opening to closing. The emergency procedures would provide information about first aid and CPR training, as well as evacuation procedures. The evacuation procedures shall be posted in a conspicuous place in the program.
- For purposes of conducting business with DYCD, the contractor would provide its director with computer access at the OST program site, maintain internet service, and establish e-mail addresses for both its executive director and OST program director.

***For public school-based programs:***

- The contractor would not be responsible for opening fees for the use of public school buildings or facilities.
- The Security Plan referenced above would also address the safety and security of school property and would require signed approval by the school principal prior to completion of contract negotiations.
- The contractor would issue photo identification cards to all participants and staff (paid and volunteer).
- DOE will provide security coverage during after-school hours at no cost to the contractor.
- DOE will assume the costs of relocating any OST program as a result of the closing of a school-based site.

**D. Program Elements**

- The contractor would develop a policy, procedures, and personnel manual that includes the program elements that follow.
- The contractor would develop guidelines and procedures to govern youth participation in the program, subject to approval by DYCD.
- The contractor would develop procedures to ensure that services are appropriately provided. These procedures would include, but would not be limited to, monitoring, self-assessment, and follow-up.
- The contractor would provide information and referral for participants, as appropriate, with respect to services that are needed but fall outside the scope of the contractor's program.

- **Duration/Hours of Operation (Service Option I)**. The duration/hours of operation for Service Option I vary by school level and are as follows:

Elementary school programs would operate for a minimum of 36 weeks during the school year and for a minimum of 15 hours per week. In addition, programs would operate for a minimum of three hours per day beginning immediately after the school day ends (e.g. 2:40-5:40 PM or 3:00-6:00 PM), Monday through Friday. During the summer, elementary school programs would operate for a minimum of eight weeks with a minimum of 50 hours per week.

Middle school programs would operate for a minimum of 36 weeks during the school year and for a minimum of 8 hours per week. There are no minimum hours per day. However, program hours would begin immediately after the school day ends (e.g., 2:40-5:40 PM or 3:00-6:00 PM), Monday through Friday. During the summer, middle school programs would operate for a minimum of eight weeks with a minimum of 50 hours per week.

High school programs would operate for a minimum of 36 weeks during the school year and in out-of-school hours, with allowance to schedule activities on the weekend, for a minimum of three hours per week. The weekly hours need not occur on the same day.

If the contractor is unable to meet the applicable schedule(s) above due to a religious observance, the contractor would make up the time on another day in that week, so that the total number of hours for the subject week equals the required hours outlined above.

- **Duration/Hours of Operation (Service Option II)**. All Service Option II OST programs would operate for a minimum of 4 weeks and comprise a minimum of 160 hours per year.
- **Outreach and Recruitment**. The contractor would develop and implement an effective outreach and recruitment plan to identify and enroll youth residing in the proposed DOE region and/or target zip code area, as applicable.
- **Safe Passage**. OST elementary school programs would be neighborhood-based and, if center-based, within walking distance of local elementary schools. Regardless of whether the program is school-based or center-based, the contractor would ensure that with parental consent, participants are accompanied from their classrooms to the program site.
- **DYCD Application Form**. The contractor would complete and submit an OST universal application and enrollment form, designed by DYCD, for each participant.
- **Enrollment and Attendance**. The contractor would meet its contracted enrollment goals for the proposed program. The contractor would maintain a record of unduplicated enrollments. To benefit from an OST program, participants should attend on a regular basis. To capture daily attendance rates, the contractor would maintain enrollment and daily attendance records for each individual participant. The contractor would be required to utilize a Web-based client attendance reporting and enrollment system. The contractor would report the **average daily attendance (AvDA)** to DYCD. Attendance on a regular basis will be demonstrated by the achievement of an AvDA which is 80 percent of total enrollment for elementary school participants, 75 percent for middle school participants, and 70 percent for high school participants.

- **Orientation.** The contractor would provide program orientation to youth and parents or guardians.
- **Parent Involvement.** The contractor would develop a plan to engage the parents and/or guardians of participants.
- **Participant Input.** The contractor would provide opportunities for participants to have input into planning and designing program activities, as appropriate given their age(s).
- **Cultural Awareness.** The contractor would ensure that the program environment is welcoming to all participants. The contractor would also encourage program participants to explore their cultural identity and increase their awareness of diverse cultures.
- **Emergency Contacts.** The contractor would maintain a file containing emergency contacts for each participant, including names, addresses, telephone numbers, and place(s) at which the parents or guardians can be reached in case of an emergency.
- **Outcome Tracking and Reporting.** The contractor would track, record, and report outcomes for its enrolled youth. Two complementary approaches would be implemented by the contractor. First, all OST direct services contractors would administer surveys to each program participant when they start and complete the program (pre- and post-surveys). The OST Evaluation Services provider will develop the survey instruments and train OST program staff on survey administration. Second, the OST Technical Assistance provider(s) will work with OST contractors to develop their capacity to track and report on achievement of individual participant outcomes. DYCD anticipates that individual outcome reporting, utilizing software to be provided by the City for this purpose, will be developed and phased in during years 2 and 3 of the contract.
- **Physical Activity and Nutritional Standards.** The contractor is encouraged to comply with the physical activity and nutritional standards recommended by DOHMH. Technical assistance from DOHMH will be made available to OST providers who commit to adopting these standards and located in DOHMH-defined areas of high need. DOHMH will also provide \$500 to \$1,000 worth of equipment (depending on program size) to such OST contractors. (See Appendix H.)

## **E. Program Approach**

The overall goals for OST programs are:

**Goal 1:** Provide a healthy, safe environment

**Goal 2:** Foster high expectations for participants

**Goal 3:** Foster consistent and positive relationships with adults and peers and a sense of community

**Goal 4:** Support the needs of working families

**Goal 5:** Support healthy behavior and physical well-being

**Goal 6:** Strengthen young people's academic skills

**Goal 7:** Support the exploration of interests and the development of skills and creativity

**Goal 8:** Support youth leadership development

**Goal 9:** Promote community engagement and respect for diversity

The goals identified below are those that are required for each school level. Contractors are encouraged to address additional goals in their programs.

### ***Elementary School Programs***

- The contractor would offer participants a balanced mix of activities, including academic enrichment, homework help, recreation, and physical activity. All programs would provide opportunities and support for participants to complete their homework. DYCD encourages academic enrichment activities that address the academic needs of participants, are research-supported, and reinforce and augment, rather than repeat, school-day instruction. At a minimum, the contractor would address the following OST Goals:

#### **Goals 1, 2, 3, 4, 5, and 6**

### ***Middle School Programs***

- The contractor would offer participants a range of activity options. Programming would focus on activities that address the transition from elementary to middle school, including positive identity formation, leadership development, and issues related to health and sexuality. The activities would be project-based and allow youth to choose or create projects according to their interests. All programs would provide opportunities and support for participants to complete their homework. DYCD encourages academic enrichment activities that address the academic needs of participants, are research-supported, and reinforce and augment, rather than repeat, school-day instruction. At a minimum, the contractor would address the following OST Goals:

#### **Goals 1, 2, 3, 4, 5 and 6**

- The contractor for a program located at one of the OST Priority Middle Schools shall establish a linkage agreement (Attachment 3) to coordinate program services with a state certified SES provider that is willing to serve SES eligible students. (See Appendix E-2.)
- The contractor for the OST Priority Middle School Program(s) located at JHS 117 in Brooklyn, JHS 166 in the Bronx, or JHS 126 in Queens, shall additionally establish a linkage agreement (Attachment 3) with the applicable library system to incorporate the library's program module for middle school programs. (See Appendix E-2 for designated schools and library branch names and contacts.)

### ***High School Programs***

- The contractor would offer programming that focuses on topics such as careers, job training and placement; preparation for post-secondary education; and life skills/transition to independent living. Activities may be structured as clubs, workshops, or activity modules of varying time periods. The activities would be project-based and allow youth to choose or create projects according to their interests. Participant input in program activities and design is encouraged. At a minimum, the contractor would address the following OST Goals:

**Goals 1, 2, 3, 5, and 7**

### ***Programs Serving Multiple Grade Levels under Service Option II***

- A Service Option II contractor providing services to multiple grade levels within the same program would, at a minimum, address the following goals:

**Goals 1, 2, 3, and 7**

### **F. Program Goals and Outcomes**

- The contractor would accomplish the applicable OST goals through the program requirements prescribed in this RFP and the specific program activities proposed.
- DYCD reserves the right to require individual outcome tracking and reporting in years 2 and 3 of the contract.

### **G. Staff Development and Training**

- The contractor would recruit, screen, hire, and train staff to provide the proposed programs and services for the OST program.
- The contractor would ensure that key staff are appropriately trained in areas including, but not limited to, youth development, education, services for youth with disabilities, and cultural diversity. In addition, contractors should plan to allow staff to attend training sponsored by the OST TA providers, as necessary.
- If volunteers are utilized, the contractor would ensure that they are appropriately screened, trained, and supervised.
- The contractor would create staff development and career ladder opportunities for OST staff. OST staff will be eligible to participate in DYCD Academy training offerings and other professional development opportunities.
- The contractor would ensure that appropriate staff attend computer training on DYCD's Comprehensive Contract Management System and on the Web-based OST client attendance reporting and enrollment system software. In addition, it is anticipated that in years 2 and 3 of the contract, training on utilization of software to track and report on individual participant outcomes may also be required.
- OST program directors would attend meetings and trainings as deemed appropriate by DYCD.

## **H. Linkages**

- For a program located in a NYCHA facility, the contractor would establish linkages with pertinent NYCHA departments and the local Resident Association.
- For a program in any OST Priority Middle School, a Linkage Agreement Form (Attachment 3) with a state-approved Supplemental Educational Services (SES) is required.
- The contractor would establish linkages with surrounding schools, appropriate community groups, and other service providers to enhance program services.

**SECTION III: SERVICE OPTIONS I AND II —  
OST REGIONAL PROGRAMS AND OST PUBLIC/PRIVATE MATCH PROGRAMS**

**PART 2 — FORMAT AND CONTENT OF THE PROPOSAL**

**A. Proposal Format**

Proposers should provide all of the information requested in the format indicated below. Proposals should meet the following specifications:

- Type should be 12-point font size.
- The proposal preferably should be **no more than 20 pages**, excluding requested attachments.
- The proposal should be typed on 8 ½” x 11” white paper.
- Lines should be **double-spaced** with no less than 1” margins.
- Pages, including attachments, should be numbered sequentially from 1 through to the end and include a header or footer identifying the proposer.
- The proposal should include a table of contents.

**B. Proposal Summary Form**

The Proposal Summary Form, Attachment 1, transmits the proposer’s Proposal Package to DYCD. Appropriate documentation to demonstrate the proposer’s compliance with all applicable Minimum Qualification Requirements should be attached to Attachment 1. An authorized representative of the proposer must sign and date the completed Proposal Summary.

**C. Program Proposal**

The Program Proposal is a clear, concise narrative that addresses the following:

*Experience* (Preferable page limit: 5 pages, excluding requested attachments)

- Describe the successful, relevant experience of the proposer and key staff within the past five years in providing OST programs as described in Section III-Part I, Scope of Services.
- Describe the experience of the organization and key staff in providing services in the proposed DOE region(s) and to the population(s) to be served. Demonstrate that key staff know the background and culture of program participants.
- For each key staff position, attach a job description, including qualifications that will be required, and resumes for those staff that have been identified.
- Provide at least two letters of support from members of the local community such as community board members, elected officials, civic associations, faith-based organizations, parent groups, and community leaders, confirming the organization’s successful experience in providing services in the proposed DOE region(s).
- Attach a list of at least two relevant references from funding sources other than DYCD, including the name of the reference entity, and a brief statement describing the relationship between the proposer or proposed subcontractor, as applicable, and the reference entity. Indicate the name, title, and telephone number of a contact person at the reference entity

for the proposer and each proposed subcontractor, if any. If there are no funding sources other than DYCD, other relevant references may be listed.

***Organizational Capability*** (Preferable page limit: 3 pages, excluding requested attachments)

Demonstrate the proposer's organizational capability (programmatic, managerial, and financial) to carry out the program described in Section III-1 Scope of Services. Specifically, include the following:

- Demonstrate the organization's capability to integrate the proposed program into its overall operations.
- Describe the organization's internal monitoring system and demonstrate its effectiveness in identifying program, personnel, and fiscal issues.
- Indicate whether or not the proposed program facility will be a school-based site. If so, describe the following: 1) the proposer's familiarity and/or existing working relationship, if any, with the proposed school; and 2) the proposer's ability to successfully operate at the proposed school site.
- Identify the members of the organization's Board of Directors and other governing bodies, describe their ties to the community(ies) to be served; and demonstrate how, if at all, the members of the governing body(ies) will be involved in the proposed program.
- Indicate whether or not the proposer has submitted more than one proposal in response to this RFP. If so, demonstrate the organization's capability (programmatic, managerial, and financial) to successfully provide all the proposed programs, as indicated on the Proposal Summary Form (Attachment 1), concurrently.
- State whether or not the proposer would serve additional participants in contract year 2 as compared to contract year 1, at the same rate per participant. If so, indicate the additional number of participants the proposer intends to serve in contract year 2 as compared to contract year 1, and demonstrate the organization's capability to successfully provide the contracted level of services to all participants in year 2. Specifically, include a description of the staffing plan and program facilities to accommodate the additional participants.
- Attach an organization chart for the proposing organization and proposed program, describing how the proposed program and key staff will relate to the overall organization.
- Attach a copy of the most recent financial audit of the organization conducted by a Certified Public Accountant, indicating the period covered **OR**, if no audit has been performed, the organization's most recent financial statement, indicating the period covered, **AND** an explanation of why no audited financial statement is available.
- State whether or not the organization is required to file with the NY State Attorney General's Office of Charities Registration, and if so, attach a copy of the most recent Financial Annual Report filed with that office, indicating the period covered.
- State whether or not the organization is required to file with the federal Office of Management and Budget pursuant to Circular A-133, and if so, attach a copy of the latest report filed with that office, indicating the period covered.

**Program Approach** (Preferable page limit: 10 pages, excluding requested attachments)

Describe in detail how the proposer will provide the proposed program and demonstrate that the proposed program approach will fulfill the applicable OST program goals prescribed in Section III-1 Scope of Services. Specifically, include the following:

*Target Population*

- Describe the program participants, including the number of youth to be served annually, age range, characteristics (*e.g.*, gender, demographic information). Indicate the school level(s) of the target population (elementary, middle, or high school) and list the school(s) and neighborhoods from which participants will be recruited.
- Demonstrate the proposer’s knowledge of the geographic area(s) from which the target population will be drawn.
- Discuss the proposer’s assumptions about the population to be served and demonstrate how the proposed services will build on a young person’s strengths and address the areas in need of improvement.

*Program Facility*

**Note:** If the program will be provided at more than one facility, so state and provide the applicable information requested below for **each** proposed program facility.

- Specify whether the program facility will be school-based or center-based and, if school-based, indicate the name of the school and state whether it is on the list of OST Pre-Certified Schools in Appendix E-1, on the list of OST Priority Middle Schools in Appendix E-2, or is an alternative facility not cited in the RFP.
- If the program will be school-based in a facility listed in Appendix E:
  - Describe the proposed program facility.
  - Demonstrate that it is adequate to accommodate program activities.
- If the program will be school-based in an alternative facility not listed in Appendix E or will be center-based, provide the following information:
  - Indicate the address of the program facility site within the proposed DOE region(s) and demonstrate that the proposer will have site control for at least the duration of the initial contract term. Leases or letters of commitment from schools or building owners should be submitted.
  - Describe the proposed program facility and demonstrate that it is adequate to accommodate program activities.
  - Demonstrate that the proposed program facility is accessible to public transportation.
  - In the case that the proposed program facility(ies) is a center-based site not located in a NYCHA facility, demonstrate that the facility(ies) is fully compliant with the Americans with Disabilities Act (ADA) requirements.
  - In the case that the proposed program facility(ies) is a school or is a center-based site located in a NYCHA facility, state whether or not the program facility(ies) is fully compliant with ADA requirements. If so, demonstrate that the facility(ies) is fully

compliant; if not, describe the accommodations that will be made to ensure that program activities will be accessible to youth with disabilities.

### *Staffing*

**Note:** If the program will be provided at more than one facility, so state and provide the applicable information requested below for the staff at **each** proposed program facility.

- Indicate the number of salaried and non-salaried, if any, staff positions that will be utilized to provide the program and demonstrate that the program is sufficiently staffed to assist program participants to achieve the program goals.
- Describe the staffing pattern, indicating the relationship among supervisors, line staff, and volunteers.

### *Staff Development and Training*

- Describe the training and career ladder opportunities for OST program staff, including volunteers.

### *Program Elements*

- Describe in detail how each Program Element set forth in Section III-1 Scope of Services will be implemented, including the process to be used, staff assigned, and time frames for outreach, recruitment, and orientation.

### *Program Activities*

Using the instructions provided, complete the Program Activities Schedule (Attachment 2) indicating, for each OST goal identified for the proposed program, the respective specific activity(ies) that will be provided under the OST program.

- In the proposal narrative, for each activity identified in the Program Activities Schedule (Attachment 2), indicate the following:
  - Number and type of staff assigned for conducting the activity(ies)
  - How the activity will contribute to program goals
  - Location of any activity(ies) offered at a site other than the proposed program site(s)
  - In the proposal narrative, demonstrate the age appropriateness of the program services and activities for the proposed school level(s).

### *Linkages*

- Identify and describe each proposed linkage with surrounding schools, appropriate community groups, and other service providers and demonstrate how each will help achieve the applicable OST goals.
- Complete and attach a Linkage Agreement Form (Attachment 3) for each proposed linkage.

#### **D. Price Proposal**

- Complete and submit the Budget Forms (Attachment 4).
- Provide a Budget Justification Narrative pursuant to the instructions prescribed in Attachment 4.

#### **E. Acknowledgment of Addenda**

The Acknowledgment of Addenda (Attachment 5) serves as the proposer’s acknowledgment of the receipt of addenda to this RFP that may have been issued by DYCD prior to the Proposal Due Date and Time, as set forth in Section I of this RFP (under D. Timetable), above.

#### **F. Other Documents**

Complete and submit the Certification Regarding Client Abuse/Neglect (Attachment 6).

#### **G. Proposal Package Contents (“Checklist”)**

The Proposal Package should contain the following materials. Proposers should utilize this section as a “checklist” to assure completeness prior to submitting their proposals to DYCD.

1. A sealed inner envelope labeled “Program Proposal,” containing one original set and five (5) duplicate sets of the documents listed below in the following order:
  - Proposal Summary Form (Attachment 1)
    - Attachments to Proposal Summary Form (Attachment 1) to demonstrate compliance with applicable Minimum Qualification Requirements

*Proposers for Service Options I and II:*

  - Copy of 501(c)(3) exemption certificate OR copy of the application for such status.
  - For a program proposed in a school not listed in Appendix E, a Linkage Agreement Form (Attachment 3) with the proposed school.
  - For a program in any OST Priority Middle School, a Linkage Agreement Form (Attachment 3) with a state-approved Supplemental Educational Services (SES) provider referenced in Appendix E-2.
  - For a program in JHS 117 in Brooklyn, JHS 166 in the Bronx, or JHS 126 in Queens, a statement certifying that the proposer will collaborate with the applicable DOE region.

*For Service Option II only:*

  - A signed Letter of Intent from each funding source certifying that the first year’s required match has already been secured.- Program Proposal
  - Narrative

- References for the Proposer and, if applicable, each Sub-Contractor
  - Resumes and/or Description of Qualifications for Key Staff Positions
  - Financial Statement or a statement as to why no report or statement is available
  - Program Activities Schedule (Attachment 2)
  - Linkage Agreement Form ( Attachment 3)
  - Price Proposal
    - Budget Forms (Attachment 4)
    - Budget Justification Narrative
    - Letter(s) of Intent
  - Acknowledgement of Addenda Form (Attachment 5)
  - Certification Regarding Client Abuse/Neglect (Attachment 6)
2. For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to Patricia Chabla, Agency Chief Contracting Officer, Office of Procurement. Label the envelope with the proposer's name and address, "Out-of-School Time (OST) Programs for Youth," "PIN # 26005OSTRFP," the service options being proposed, and the name and telephone number of the proposer's contact person.

## SECTION IV: SERVICE OPTION III — OST PARKS PROGRAMS

### PART 1 — SCOPE OF SERVICES

#### A. Agency Assumptions Regarding Program Approach

DYCD, in collaboration with Parks, seeks program approaches that incorporate age-appropriate programming and target appropriate youth populations for three program types: 1) Reach, 2) Academic Support, and 3) Life Skills. (These programs will be located in select Parks facilities throughout the City, as identified in Appendix I-1.) In addition, DYCD seeks programs that address the OST goals set forth below and incorporate positive youth development principles. For a synopsis of youth development principles and resources, see Appendix G.

DYCD's assumptions regarding the approach that will most likely achieve the OST program goals are described below.

#### B. Regulatory Framework

- **New York State School-Age Child Care (SACC) Regulations.** For programs serving seven (7) or more youth under age 13, the contractor shall comply with applicable New York State School-Age Child Care (SACC) regulations. These regulations pertain to program aspects including, but not limited to, program content, facilities, staff qualifications, and training. The New York State SACC regulations are accessible at [www.ocfs.state.ny.us/main/beccs/daycare\\_regs.asp](http://www.ocfs.state.ny.us/main/beccs/daycare_regs.asp).
- **DYCD strongly encourages proposers to apply for SACC registration through the Bureau of Day Care of the City's Department of Health and Mental Hygiene. DYCD will not release funds to any proposer awarded a contract until it has obtained a registration. Any program which does not have an SACC registration should consult the definitions in 18 NYCRR 413.2 to determine if such registration is required. See [www.ocfs.state.ny.us/main/beccs/daycare\\_regs.asp](http://www.ocfs.state.ny.us/main/beccs/daycare_regs.asp).**
- **Non-discrimination.** The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, age, national origin, alienage or citizenship status, gender (including gender identity), sexual orientation, disability, marital status, arrest or conviction record, status as a victim of domestic violence, lawful occupation, and family status.
- **Fingerprinting.** Staff (paid and volunteer) of all programs serving seven (7) or more youth under age 13 shall be fingerprinted by the Department of Health and Mental Hygiene (DOHMH) pursuant to SACC regulations.
- **Personnel Investigation/Arrest Notification.** Upon receipt of an award, the contractor shall comply with the regulations, policies and procedures of DYCD, of DOHMH if subject to the SACC regulations, and of DOE if school-based, with respect to investigation for criminal conviction histories of program staff members (proposed or currently employed), including volunteers. Such regulations, policies and procedures shall also determine whether individuals with criminal conviction histories may continue their

employment in the OST program. In addition, the OST program shall report any conviction or subsequent arrest of any staff member (paid or volunteer) of which it becomes aware to DYCD, and, if school-based, to DOE's Office of Personnel Investigation as well.

- **Voter Registration and Health Insurance Options Plan.** The contractor shall provide non-partisan voter registration opportunities for participants and their families in accordance with Local Law 29, and participate in DYCD's Public Health Insurance Options Plan in accordance with Local Law 1. Copies of these Local Laws are available upon request from DYCD.
- **DYCD Fee Policy.** The contractor shall not charge any fee to program participants for services provided under contracts awarded from this RFP or require any other payment, purchase, or participation in any activities that will raise funds as a condition of eligibility for OST program(s). Failure to comply with this provision would constitute a material breach of the contractor's agreement with DYCD. However, DYCD reserves the right to amend this policy within the term of the contract in the event that state and/or federal regulations require it. DYCD will notify contractors in advance of any amendment and its possible implications.
- **Staff to Participant Ratios.** Pursuant to the SACC regulations for elementary and middle school programs serving seven (7) or more youth under 13 years of age, the staff ratios shall be determined by the age of the youngest child in the group activity. For example, in programs for children in group activities that include children under the age of 10, the maximum group size may not exceed 20 children, with one staff member per every ten children. The Maximum Anticipated Daily Attendance shall not exceed the SACC registration maximum capacity.

Age of Child	Minimum Staff to Child Ratio	Maximum Group Size
Through 9 years	1:10	20 youth
10-12 years	1:15	30 youth

- **Snacks and Meals.** For elementary and middle school programs, the contractor shall provide a snack for participants in programs operating three or more hours on any given day and a meal in programs operating more than four hours a day.
- **Facilities.** The program facility shall be easily accessible to public transportation. The program facility shall comply with all Americans with Disabilities Act (ADA) requirements. If a Parks facility does not fully comply with ADA requirements, reasonable accommodations must be made to ensure that program activities are accessible to youth with disabilities.

### C. Program Design

#### *Populations to be served*

- The programs funded under Option III would target youth ages 6 through 21 in schools and communities surrounding the proposed Parks program site(s) selected from the list in Appendix I-1. For Reach programs, the target population would be youth ages 6 through 21 with disabilities (i.e. physical, emotional, behavioral, and/or cognitive impairments),

also drawn from the schools and communities surrounding the proposed Parks program site(s) selected from the list in Appendix I-1.

- For programs serving youth 13 years and older, DYCD encourages programs to maintain a minimum staff to child ratio of 1:15.

#### ***Contractor/Staff Qualifications***

- The contractor would be fiscally sound and capable of managing the proposed program.
- The contractor and/or key staff would have at least two years of successful experience within the past five years providing services to youth ages 6 through 21.
- The contractor and program staff would know the backgrounds and cultures of program participants and surrounding communities and be able to integrate this information in service delivery.
- The contractor would ensure that key staff are qualified and appropriately trained in areas including, but not limited to, youth development, education, services for youth with disabilities, and cultural diversity.
- The contractor would provide opportunities for ongoing professional development of staff and volunteers.

#### ***Program Facility***

- The program facility would be of adequate size and design to accommodate the proposed program staff, participants, and program activities, including physical activities.
- The contractor would adopt the Parks' Security Plan for its facilities. The Security Plan details emergency procedures and the means by which the safety and security of program participants and the program site would be maintained throughout the entire operation, from opening to closing. The emergency procedures provide information about first aid and CPR training, as well as evacuation procedures. The evacuation procedures shall be posted in a conspicuous place in the program.
- For purposes of conducting business with DYCD, the contractor would provide its director with computer access at the OST program site, maintain internet service, and establish e-mail addresses for both its executive director and OST program director.

#### **D. Program Elements**

- The contractor would develop a policy, procedures, and personnel manual that includes the program elements that follow.
- The contractor would develop guidelines and procedures to govern youth participation in the program, subject to approval by DYCD.
- The contractor would develop procedures to ensure that services are appropriately provided. These procedures would include, but would not be limited to, monitoring, self-assessment, and follow-up.
- The contractor would provide information and referral for participants, as appropriate, with respect to services that are needed but fall outside the scope of the contractor's program.

- **Duration/Hours of Operation.** The programs under Service Option III would operate for 36 weeks during the school year. The required days, if applicable, and hours *per week* for each program type and age range, if applicable, are as follows:
  - Program Type 1 (Reach):
    - Tuesdays and Thursdays, 6 pm–8 pm
    - Saturdays, 10 AM – 4 PM
  - Program Types 2 (Academic Support) and 3 (Life Skills):
    - For programs serving youth 6–13 years of age:
      - Monday–Friday, 2 days per week, 3 pm–6 pm
    - For programs serving youth 14 – 21 years of age:
      - Monday–Friday, 2 days per week, 7 pm–9 pm

If the contractor is unable to meet this schedule due to a religious observance, the contractor must make up the time on another day in that week, so that the total number of hours for the subject week meets the requirements stated above.

- **Outreach and Recruitment.** The contractor would develop and implement an effective outreach and recruitment plan to identify and enroll youth from schools and communities surrounding the proposed program site(s).
- **Safe Passage.** OST elementary school programs would be neighborhood-based and, if center-based, within walking distance of local elementary schools. Regardless of whether the program is school-based or center-based, the contractor would ensure that with parental consent, participants are accompanied from their classrooms to the program site.
- **DYCD Application Form.** The contractor would complete and submit an OST universal application and enrollment form, designed by DYCD, for each participant.
- **Enrollment and Attendance.** The contractor would meet its contracted enrollment goals for the proposed program. The contractor would maintain a record of unduplicated enrollments. To benefit from an OST program, participants should attend on a regular basis. To capture daily attendance rates, the contractor would maintain enrollment and daily attendance records for each individual participant. The contractor would be required to utilize a Web-based client attendance reporting and enrollment system. The contractor would report the **average daily attendance (AvDA)** to DYCD. Attendance on a regular basis will be demonstrated by the achievement of an AvDA which is 80 percent of total enrollment for elementary school participants, 75 percent for middle school participants, and 70 percent for high school participants.
- **Orientation.** The contractor would provide program orientation to youth and parents or guardians.
- **Parent Involvement.** The contractor would develop a plan to engage the parents and/or guardians of participants (see Appendix G).
- **Participant Input.** The contractor would provide opportunities for participants to have input into planning and designing program activities, as appropriate given their age.
- **Cultural Awareness.** The contractor would ensure that the program environment is welcoming to all participants. The contractor would also encourage program participants to explore their cultural identity and increase their awareness of diverse cultures.

- **Emergency Contacts.** The contractor would maintain a file containing emergency contacts for each participant, including names, addresses, telephone numbers, and place(s) at which the parents or guardians can be reached in case of an emergency.
- **Outcome Tracking and Reporting.** The contractor would track, record, and report outcomes for its enrolled youth. Two complementary approaches would be implemented by the contractor. First, all OST direct services contractors would administer surveys to each program participant when they start and complete the program (pre- and post-surveys). The OST Evaluation Services provider will develop the survey instruments and train OST program staff on survey administration. Second, the OST Technical Assistance provider(s) will work with OST contractors to develop their capacity to track and report on achievement of individual participant outcomes. DYCD anticipates that individual outcome reporting, utilizing software to be provided by the City for this purpose, will be developed and phased in during years 2 and 3 of the contract.
- **Physical Activity and Nutritional Standards.** The contractor is encouraged to comply with the physical activity and nutritional standards recommended by (DOHMH). Technical assistance from DOHMH will be made available to OST providers who commit to adopting these standards and located in DOHMH-defined areas of high need. DOHMH will also provide \$500 to \$1,000 worth of equipment (depending on program size) to such OST contractors. (See Appendix H.)

## **E. Program Approach**

The OST goals identified below are those that are required for each program type. Contractors are encouraged to address additional goals in their programs.

### ***Program Type 1 — Reach***

The contractor would offer age-appropriate, therapeutic recreation, socialization and educational activities for youth with disabilities. These activities could include arts and crafts, sports, homework help, fitness routines, and project-based learning. At a minimum, the contractor would address the following OST Goals:

**Goal 1:** Provide a healthy, safe environment

**Goal 5:** Support healthy behavior and physical well being

**Goal 6:** Strengthen young people’s academic skills.

### ***Program Type 2 — Academic Support***

The contractor would offer age-appropriate academic support modules and activities designed to achieve learning standards and to develop skills necessary for academic success. Programs would address the skills listed below and in addition, offer complementary activities that address other youth development areas and support academic achievement. At a minimum, the contractor would address the following OST Goals:

**Goal 1:** Provide a healthy, safe environment

**Goal 5:** Support healthy behavior and physical well being

**Goal 6:** Strengthen young people’s academic skills

**Goal 7:** Support the exploration of interests and the development of skills and creativity.

*Elementary School and/or Middle School*

English Language Arts Skills: Comprehensive programs that address the goals stated above and, through project-based learning or other appropriate methods, include activities to support skill achievement in areas such as attentive listening, reading a variety of materials, and responding in writing to literary and informational passages

Mathematics Skills: Comprehensive programs that address the goals stated above and, through project-based learning or other appropriate methods, include activities to support skill achievement in areas such as mathematical reasoning, numbers and numeration, operations, modeling, measurement, uncertainty, and patterns/functions

*High School*

Academic Skills (Various): Comprehensive programs that address the goals stated above, and provide academic support in DOE high school competencies, as well as preparation for SAT (Math, Verbal and Writing) and GED (Language Arts, Reading, Writing, Mathematics, Science, Social Studies)

***Program Type 3 — Life Skills***

The contractor would offer participants age-appropriate activities designed to develop decision-making, problem-solving, and negotiation skills. Programs would include a financial literacy component that focuses on the value of money, how to budget, and ways to save and earn money. At a minimum, the contractor would address the following OST Goals:

**Goal 1:** Provide a healthy, safe environment

**Goal 3:** Foster consistent and positive relationships with adults and peers and a sense of community

**Goal 5:** Support healthy behavior and physical well being

**Goal 7:** Support the exploration of interests and the development of skills and creativity.

**F. Program Goals and Outcomes**

- The contractor would accomplish the applicable OST Goals through the program requirements prescribed in this RFP and the specific program activities proposed.
- DYCD reserves the right to require individual outcome tracking and reporting in years 2 and 3 of the contract.

**G. Staff Development and Training**

- The contractor would recruit, screen, hire, and train staff to provide the proposed programs and services for the OST program.
- The contractor would ensure that key staff are appropriately trained in areas including, but not limited to, youth development, education, services for youth with disabilities, and cultural diversity. In addition, contractors should plan to allow staff to attend training sponsored by the OST TA providers, as necessary.

- If volunteers are utilized, the contractor would ensure that they are appropriately screened, trained, and supervised.
- The contractor would create staff development and career ladder opportunities for OST staff. OST staff will be eligible to participate in DYCD Academy training offerings and other professional development opportunities.
- The contractor would ensure that appropriate staff attend computer training on DYCD's Comprehensive Contract Management System and on the Web-based OST client attendance reporting and enrollment system software. In addition, it is anticipated that in years 2 and 3 of the contract, training on utilization of software to track and report on individual participant outcomes may also be required.
- To the extent feasible, part-time and full-time staff would participate in DOE-sponsored staff development training sessions to increase knowledge and strengthen ties to the schools.
- OST program directors would attend meetings and trainings as deemed appropriate by DYCD.

#### **H. Linkages**

- The contractor would establish linkages with surrounding schools, appropriate community groups, and other service providers to enhance program services.

## SECTION IV: SERVICE OPTION III — OST PARKS PROGRAMS

### PART 2 — FORMAT AND CONTENT OF THE PROPOSAL

#### A. Proposal Format

Proposers should provide all of the information requested in the format indicated below. Proposals should meet the following specifications:

- Type should be 12-point font size.
- The proposal preferably should be **no more than 17 pages**, excluding requested attachments.
- The proposal should be typed on 8 ½” x 11” white paper.
- Lines should be **double-spaced** with no less than 1” margins.
- Pages, including attachments, should be numbered sequentially from 1 through to the end and include a header or footer identifying the proposer.
- The proposal should include a table of contents.

#### B. Proposal Summary Form

The Proposal Summary Form, Attachment 1, transmits the proposer’s Proposal Package to DYCD. An authorized representative of the proposer must sign and date the completed Proposal Summary.

#### C. Program Proposal

The Program Proposal is a clear, concise narrative that addresses the following:

***Experience*** (Preferable page limit: 5 pages, excluding requested attachments)

- Describe the successful, relevant experience of the proposer and key staff within the past five years in providing programs as described in Section IV-1 Scope of Services.
- Describe the experience of the organization and key staff in providing services in the community where the proposed program facility is located and to the population(s) to be served. Demonstrate that key staff know the background and culture of program participants.
- For each key staff position, attach a job description, including qualifications that will be required, and resumes for those staff that have been identified.
- Provide at least two letters of support from members of the local community such as community board members, local elected officials, and community leaders, confirming the organization’s successful experience in providing services at the proposed program site.
- Attach a listing of at least two relevant references from funding sources other than DYCD, including the name of the reference entity, a brief statement describing the relationship between the proposer or proposed subcontractor, as applicable, and the reference entity. Indicate the name, title, and telephone number of a contact person at the reference entity

for the proposer and each proposed subcontractor, if any. If there are no funding sources other than DYCD, other relevant references may be listed.

***Organizational Capability*** (Preferable page limit: 3 pages, excluding requested attachments)

Demonstrate the proposer's organizational capability (programmatic, managerial, and financial) to carry out the program described in Service Option III, Scope of Services. Specifically, include the following:

- Demonstrate the organization's capability to integrate the proposed program into its overall operations.
- Describe the proposing organization's internal monitoring system and demonstrate its effectiveness in identifying program, personnel, and fiscal issues.
- Describe the following: 1) the proposer's familiarity and/or existing working relationship, if any, with the proposed Parks site; and 2) the proposer's ability to successfully operate at the proposed site.
- Identify the members of the Board of Directors and other governing bodies and demonstrate how, if at all, the members of the governing body(ies) will be involved in the proposed program.
- Indicate whether or not the proposer has submitted more than one proposal in response to this RFP. If so, demonstrate the organization's capability (programmatic, managerial, and financial) to successfully provide all the proposed programs, as indicated on the Proposal Summary Form (Attachment 1), concurrently.
- Attach an organization chart for the proposing organization and proposed program, describing how the proposed program and key staff will relate to the overall organization.
- Attach a copy of the most recent financial audit of the organization conducted by a Certified Public Accountant, indicating the period covered **OR**, if no audit has been performed, the organization's most recent financial statement, indicating the period covered, **AND** an explanation of why no audited financial statement is available.
- State whether or not the organization is required to file with the NY State Attorney General's Office of Charities Registration, and if so, attach a copy of the most recent Financial Annual Report filed with that office, indicating the period covered.
- State whether or not the organization is required to file with the federal Office of Management and Budget pursuant to Circular A-133, and if so, attach a copy of the latest report filed with that office, indicating the period covered.

***Program Approach*** (Preferable page limit: 7 pages, excluding requested attachments)

Describe in detail how the proposer will provide the proposed program and demonstrate that the proposed program approach will fulfill OST Parks Program goals in Section IV-1 Scope of Services. Specifically, include the following:

*Program Type*

- Indicate if the proposed program is a Reach, Academic Support, or Life Skills program.

### *Target Population*

- Describe the program participants, including the number of youth to be served annually, age range, characteristics (*e.g.*, gender, demographic information). Indicate the school level(s) of the target population (elementary, middle, and/or high school) and list the schools(s) and neighborhoods from which participants will be recruited.
- Indicate the program site(s). Demonstrate the proposer's knowledge of the geographic area(s) from which the target population is drawn.
- Discuss your assumptions about the population to be served and demonstrate how the proposed services will build on a young person's strengths and address the areas in need of improvement.

### *Program Facility*

- Describe the proposed program facility(ies) and demonstrate that it is adequate to accommodate program activities.
- Demonstrate that the proposed program facility(ies) is accessible to public transportation.
- State whether or not the program facility is fully compliant with ADA requirements. If so, demonstrate that the facility is fully compliant; if not, describe the accommodations that will be made to ensure that program activities will be accessible to youth with disabilities.

### *Staffing*

**Note:** If the program will be provided at more than one facility, so state and provide the applicable information requested below for the staff at **each** proposed program facility.

- Indicate the number of salaried and non-salaried, if any, staff positions that will be utilized to provide the program and demonstrate that the program is sufficiently staffed to assist program participants to achieve the program goals.
- Describe the staffing pattern, indicating the relationship among supervisors, line staff, and volunteers.

### *Staff Development and Training*

- Describe the training and career ladder opportunities for OST program staff, including volunteers.

### *Program Elements*

- Describe in detail how each Program Element, set forth in Section IV-1 Scope of Services will be implemented, including the process to be used, staff assigned, and time frames for outreach, recruitment, and orientation.

### *Program Activities*

- Using the instructions provided, complete the Program Activities Schedule (Attachment 2) indicating, for each OST goal identified for the proposed program, the respective specific activity(ies) that will be provided under the OST program.
- In the proposal narrative, for each activity identified in the Program Activities Schedule (Attachment 2), indicate the following:

- Number and type of staff assigned for conducting the activit(ies)
- How the activity will contribute to program goals
- Location of any activity(ies) offered at a site other than the proposed program site(s)
- In the proposal narrative, demonstrate the age appropriateness of the program services and activities for the proposed school level(s).

*Linkages*

- Identify and describe each proposed linkage with surrounding schools, appropriate community groups, and other service providers and demonstrate how each will help achieve the applicable OST goals.
- Complete and attach a Linkage Agreement Form (Attachment 3) for each proposed linkage.

**D. Price Proposal**

- Complete and submit the Budget Forms (Attachment 4).
- Provide a Budget Justification Narrative pursuant to the instructions prescribed in Attachment 4.

**E. Acknowledgment of Addenda**

The Acknowledgment of Addenda (Attachment 5) serves as the proposer’s acknowledgment of the receipt of addenda to this RFP that may have been issued by DYCD prior to the Proposal Due Date and Time, as set forth in Section I (D), above. The proposer should complete this form as instructed on the form.

**F. Other Documents**

Complete and submit the Certification Regarding Client Abuse/Neglect (Attachment 6).

**G. Proposal Package Contents (“Checklist”)**

The Proposal Package should contain the following materials. Proposers should utilize this section as a “checklist” to assure completeness prior to submitting their proposal to the Department.

1. A sealed inner envelope labeled “Program Proposal,” containing one original set and five (5) duplicate sets of the documents listed below in the following order:
  - Proposal Summary Form (Attachment 1)
    - Attachment — Copy of 501(c)(3) exemption certificate **OR** copy of the application for such status.
  - Program Proposal
    - Narrative
    - References for the Proposer and, if applicable, each Sub-Contractor
    - Resumes and/or Description of Qualifications for Key Staff Positions
    - Financial Statement or a statement as to why no report or statement is available

- Program Activities Schedule (Attachment 2)
  - Linkage Agreement Form ( Attachment 3)
  - Price Proposal
    - Budget Forms (Attachment 4)
    - Budget Justification Narrative
    - Letter(s) of Intent
  - Acknowledgement of Addenda Form (Attachment 5)
  - Certification Regarding Client Abuse/Neglect (Attachment 6)
2. For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to Patricia Chabla, Agency Chief Contracting Officer, Office of Procurement. Label the envelope with the proposer's name and address, "Out-of-School Time (OST) Programs for Youth," "PIN # 26005OSTRFP," the Services Options being proposed, and the name and telephone number of the proposer's contact person.

## **SECTION V: SERVICE OPTION IV — OST CITYWIDE TECHNICAL ASSISTANCE**

### **PART 1 — SCOPE OF SERVICES**

#### **A. Agency Assumptions Regarding Contractor Approach**

DYCD seeks approaches to Technical Assistance (TA) services that are sensitive to distinct program designs and tailored to the school level of program participants. However, all TA providers would share the overall goals of the TA services outlined in the RFP Overview (Section II, above) and structure the delivery of these services as outlined below.

##### *Contractor/Staff Qualifications*

- The contractor would have at least three (3) years of successful experience within the last five (5) years in providing TA to community-based organizations in the area of youth development.
- The contractor would have as its primary mission the delivery of technical assistance in the component area to which it is applying.
- The contractor's key staff, who will be responsible for delivering the proposed services, would have demonstrated experience and training in delivering technical assistance to direct service providers in the areas described below. At least some key staff members would also have previous experience in providing direct services for OST programs.
- The contractor would be fiscally sound and capable of providing technical assistance in each of the two requisite component areas (Core Training and Supplemental Activities).

##### *Training Facility*

- The contractor's training facility would be adequate in size and design to accommodate groups of approximately 50 participants for a single TA activity.
- The contractor would own, purchase, or rent an adequate inventory of equipment to conduct presentations (*e.g.*, computers, overhead projectors, televisions, videocassette recorders, computer graphic slide imaging systems) and to disseminate information.
- The training facility would be easily accessible to public transportation. The facility shall comply with all Americans with Disabilities Act (ADA) requirements.

#### **B. Design**

The contractor, either for TA Sub-Option A: Technical Assistance for Elementary School Programs, or Sub-Option B: Technical Assistance to Middle and High School Programs, would provide **both** of the TA Components described below.

##### *TA Component 1: Core Training*

The contractor would provide training in the following areas for all service providers in the designated school level(s). The contractor would develop separate, appropriate training curricula for program managers and frontline staff of OST programs. All direct service

providers are required to participate in core training. Training will be provided to approximately 50 participants per session.

- *Use of the OST Management Information Systems:* The City is currently developing a Web-based system to track enrollment and attendance in OST programs. In the first year of the contract, the contractor would develop a brief guide and provide training to all OST direct service providers on how to use this Web-based system. In years 2 and 3 of the contract, it is anticipated that the contractor will also offer training to address additions to this system that will permit individual participant outcome tracking. The TA provider(s) will also assist in training providers on the use of DYCD's contract information systems.
- *Assistance in Administering Participant Surveys:* All OST direct service providers would administer surveys to each program participant when they start and complete a program (pre- and post-surveys). With the assistance of the OST Evaluation Services provider and DYCD, the TA provider(s) would develop a brief guide and provide training to all OST direct service providers in the administration of these surveys. The TA provider(s) would distribute the surveys and collect the surveys but would not be responsible for developing the survey instruments, data entry, or analysis of survey results. The Evaluation Services provider would instruct the TA provider(s) on methods that would ensure a satisfactory response rate.

### ***TA Component 2: Supplemental Services/Activities***

The contractor would offer services that would include, at a minimum, the areas described below. The contractor would strongly encourage direct service providers to participate in these services and, in individual cases, direct service providers would be required to do so by DYCD staff. The contractor would develop curricula specifically appropriate for program managers and/or frontline staff.

#### ***Program Development***

The contractor would assist OST direct service providers in meeting required OST goals and implementing innovative, engaging, high quality programs. The training provided by the TA contractor would incorporate the principles of positive youth development. Appendix G provides an inventory of these principles and related resources.

#### ***Program Management***

The contractor would provide ongoing support to OST direct service providers regarding the management of high quality youth development programs. By drawing on their expertise in the field, proposers will identify and justify key topics such as management of the classroom environment and staff, as well as building and sustaining partnerships.

## **C. Formats**

This section provides guidelines for technical assistance service provision formats. The technical assistance providers may adopt their own creative approaches that meet these general approaches to service delivery.

### ***Workshops***

Workshops may consist of single-session, half-day, or full-day presentations that address one or more topics for approximately 50 participants.

### ***Institutes***

Institutes consist of sequential sessions ranging from a half day to two full days that offer the opportunity for more in-depth learning and building on lessons learned for approximately 50 participants.

### ***Best Practices Panels***

The contractor would, with members of the OST Peer Network (defined in Section V-F, below) and DYCD, identify best practices and design, organize, and facilitate panels to present best practices of OST direct service providers. These panels would cover topics in the design, development, and management of high-quality youth development programs. Approximately 40 to 50 participants would attend each panel.

### ***Conferences***

The contractor would provide one annual OST Conference in which all OST direct service providers would be invited to participate. The conference would comprise workshops, institutes, and panels, as described above, and would offer OST staff an opportunity to attend select trainings that fulfill New York State SACC training requirements.

### ***Organizational Consultations***

An organizational consultation is technical assistance typically delivered to a single direct service provider, custom-designed for the needs of that provider; in limited cases, however, the TA provider(s) may provide consultations to representatives from multiple organizations if the providers' technical assistance needs are similar. Consultations consist of a series of meetings with key staff from the provider organization regarding relevant issues.

Direct service providers may receive organizational consultations under the following circumstances:

- The provider may make a request to DYCD for an organizational consultation from the TA contractor regarding specific issues. Approval for the consultation will be at the discretion of DYCD, in consultation with the applicable TA contractor.
- DYCD may refer a direct service provider to receive an organizational consultation based on the assessments of an agency contract manager. OST direct service providers referred by DYCD will be required to engage in these consultations, and the applicable TA contractor will be required to offer them.

## **D. Anticipated Annual Levels of Service**

It is anticipated that the contractor would provide the following annual levels of service. However, subject to the approval of DYCD, the contractor may shift the levels of service provided among the activity formats, as long as the overall service level remains the same.

### ***TA Sub-Option A (Elementary School)***

#### **TA Component 1: Core Training**

- To ensure that all direct service providers receive training in both of the Core Training (required) areas during the first year of the contract, it is estimated that the contractor would conduct approximately 15 half-day sessions in each of the two core areas (for a total of 15 full-day equivalent core training sessions).

#### **TA Component 2: Supplemental Services/Activities**

- The contractor would provide a minimum of 16 full-day equivalent workshops, each offered approximately 2 to 3 times, based on demand (for a minimum total of between 32 and 48 full-day equivalent workshop sessions. These may consist of half- or full-day workshop sessions).
- The contractors would provide a minimum of 5 institutes, each consisting of 2 or more half-day sessions, each offered approximately 2 to 3 times, based on demand (for a minimum total of between 10 and 15 full-day equivalent institute sessions).
- The contractor would assist with 4 best practices panels, each consisting of half-day sessions, to be held quarterly, each offered approximately 2 times, based on demand (for a minimum total of four full-day equivalent best practice panel sessions).
- The contractor would provide a minimum of 212 days of organizational consultations.

### ***TA Sub-Option B (Middle School and High School)***

#### **TA Component 1: Core Training**

- To ensure that all direct service providers receive training in both Core Training (required) areas during the first year of the contract, it is estimated that the contractor would conduct approximately 10 half-day sessions in each of the two core areas (for a minimum total of 10 full-day equivalent core training sessions).

#### **TA Component 2: Supplemental Services/Activities**

- The contractor would provide a minimum of 6 full-day equivalent workshops, each offered approximately 2 to 3 times, based on demand (for a minimum total of between 12 and 18 full-day equivalent workshop sessions. These may consist of half- or full-day workshop sessions).
- The contractor would provide a minimum of 2 institutes, each consisting of 2 or more half-day sessions (each offered approximately once or twice, based on demand, for a minimum total of between 2 and 4 full-day equivalent institute sessions).

- The contractor would assist with 4 best practices panels, each consisting of half-day sessions, to be held quarterly (each offered approximately once, based on demand, for a minimum total of 2 full-day equivalent best practice panel sessions).
- The contractor would provide a minimum of 60 days of organizational consultations.

## **E. Administrative Tasks Related to Sessions**

### ***Quarterly Training Calendar***

The contractor would develop a training calendar that consists of all the workshops, institutes, and panels to be held in the upcoming quarter. This Quarterly Training Calendar would include the titles and descriptions of each workshop, institute, and panel, as well as details for each, including locations, times, registration information, contact persons, and telephone numbers.

### ***Outreach and Marketing***

The contractor would conduct all outreach and marketing to OST direct service providers for TA events. These efforts would include the publication and dissemination of catalogs, brochures, and flyers through mailings, as well as e-mails and phone calls to providers, where necessary. The contractor would maintain a database that documents the participation of each OST direct service provider in technical assistance activity, including a log of all contacts between the contractor and each direct service provider.

### ***Work Plans***

For workshops, institutes, best practice panels, and conferences, the contractor would complete a brief 1-2 page work plan for each event describing its scope and all related activities. Each work plan would summarize the following items: research, planning, and preparation for the event; the delivery of services through the event; and follow-up activities. The work plans would be submitted for DYCD approval in advance of each event, after DYCD approves the proposed Quarterly Calendar.

For organizational consultations, the contractor would complete and submit a work plan that includes the following items: an assessment of the needs of the organization; anticipated start and end dates of the engagement; projected number of hours required; and the scope of the consultation.

### ***Customer Satisfaction and Feedback***

The contractor would develop and implement tools to assess the satisfaction and knowledge gained by all workshop, institute, panel, and consultation participants and to provide participants with the opportunity to evaluate and provide feedback on each event. The evaluation tools should capture not only immediate feedback from providers, but should also measure how the knowledge gained, if any, has been practically applied at the program level over an appropriate time period following the delivery of technical assistance.

### ***Monthly Reports***

The contractor would submit monthly reports to DYCD that briefly describe all activity over the period. For events (workshops, institutes, panels, and conferences) and organizational consultations, this report would consist of registration, attendance sheets, curricula, results of assessment and satisfaction surveys, and any handouts.

## **F. Administrative Tasks to Support the OST Infrastructure**

### ***The OST Peer Network***

The contractor would develop and facilitate a peer network among OST direct service providers. This network would serve primarily as a means for direct service providers to communicate and exchange information on a voluntary basis (*e.g.*, through regular electronic communication to all or select sub-groups of providers, postings on an electronic bulletin board, and/or face-to-face networking opportunities). Activities may include peer-led workshops on best practices and the developing of formal mentoring relationships between direct service providers.

To facilitate this peer network, DYCD expects to provide the contractor with service provider contacts and basic program information regarding OST programs (*e.g.*, activities offered, ages served, DOE region served) in an electronic format. The contractor would assist DYCD to keep the programmatic data in the network updated.

## **G. Collaborations**

In addition to DYCD, the contractor would collaborate with other entities involved in the OST initiative, including the OST direct service providers, the OST evaluation service provider, and other City agencies and stakeholders. For example, the TA contractor, who will train OST direct service providers on administration of the surveys to be developed by the Evaluation Services provider, may be required to assist in reviewing and/or testing the survey instrument with a select group of providers. In addition, DYCD, and its OST Technical Assistance provider(s), will collaborate with the DOE to ensure that OST TA activities include effective practices for academic support and enrichment. DYCD will facilitate and guide such contacts.

## SECTION VI: SERVICE OPTION IV — OST CITYWIDE TECHNICAL ASSISTANCE

### PART 2 — FORMAT AND CONTENT OF THE PROPOSAL

#### A. Proposal Format

Proposers should provide all of the information requested in the format indicated below. Proposals should meet the following specifications:

- Type should be 12-point font size.
- The proposal preferably should be **no more than 25 pages**, excluding requested attachments.
- The proposal should be typed on 8 ½” x 11” white paper.
- Lines should be **double-spaced** with no less than 1” margins.
- Pages, including attachments, should be numbered sequentially from 1 through to the end and include a header or footer identifying the proposer.
- The proposal should include a table of contents.

#### B. Proposal Summary Form

The Proposal Summary Form (Attachment 1) transmits the proposer’s Proposal Package to DYCD. An authorized representative of the proposer must sign and date the completed proposal summary.

#### C. Program Proposal

The Program Proposal is a clear, concise narrative that addresses the following:

*Experience* (Preferable page limit: 5 pages, excluding requested attachments)

- Describe the successful, relevant experience of the proposer and key staff within the past eight years providing technical assistance services to community-based organizations in the field of youth development, including out-of-school time services or related program areas. Describe the methods used. Additionally, describe any experience key staff have in providing direct OST services, if any.
- Attach a job description for each key staff position, including required qualifications, and a resume for those positions that are currently filled.
- Attach a listing of at least three relevant references, including the name of the reference entity, a brief statement describing the relationship between the proposer and the reference entity, and the name, title, telephone number, and e-mail address of a contact person at each reference entity.

***Organizational Capability*** (Preferable page limit: 3 pages, excluding requested attachments)

Demonstrate the proposer's organizational (administrative, financial, and programmatic) capability to carry out the program described in Section V-1 Scope of Services. Specifically include the following:

- Describe and demonstrate the success of joint efforts with other organizations and agencies in providing technical assistance and other related services.
- Demonstrate the proposer's capacity to deliver technical assistance in both organizational development and programmatic areas.
- Attach a list of five organizations for which the proposer has provided similar services. For three of these organizations, provide the following information: name of the organization; description of the project; contact person(s); telephone number; and e-mail.
- Describe the proposer's internal monitoring system and demonstrate that it is effective in identifying operational, personnel, and fiscal issues.
- Attach a copy of the most recent financial audit of the organization conducted by a Certified Public Accountant, indicating the period covered **OR**, if no audit has been performed, the organization's most recent audited financial statement, indicating the period covered, **OR** an explanation of why no audit or audited financial statement is available.
- State whether or not the organization is required to file with the NY State Attorney General's Office of Charities Registration, and if so, attach a copy of the most recent Financial Annual Report filed with that office, indicating the period covered.
- **State whether or not the organization is required to file with the federal Office of Management and Budget pursuant to Circular A-133, and if so, attach a copy of the latest report filed with that office, indicating the period covered.**

***Proposed Approach*** (Preferable page limit: 15 pages, excluding requested attachments)

Describe in detail how the proposer will provide the proposed technical assistance and demonstrate that the proposed service approach will fulfill DYCD's goals and objectives outlined in Section V-1 Scope of Services. Specifically, include the following:

***Technical Assistance Design***

Describe in detail how your organization will provide each of the services discussed in Section V-1, B (Design). Specifically include the following:

- Demonstrate the proposer's understanding of the role of OST programs in promoting youth development. This section should also provide a general framework for how the proposer's activities would enhance the quality of OST direct service delivery.
- Describe in detail **each** Core Training course and each Supplemental Service/Activity to be offered. Provide justification for each proposed Supplemental Service/Activity technical assistance topic and event.
- Describe how the proposer would encourage program managers and frontline staff of OST direct service providers to participate in TA services, taking into account the diverse composition and range of OST direct service organizations.

- Summarize the proposed level and type of services to be provided in the narrative and in the TA Activity Summary Form attached in the appendices, using the attached instructions. Proposers should refer to Section V-1, D (Anticipated Annual Levels of Service) above, for minimum levels of service for each TA Sub-Option.
- Describe and demonstrate the effectiveness of how the proposer would meet all of the administrative requirements in Section V-1, E (Administrative Tasks Related to Sessions).
- Demonstrate how the proposer’s proposed linkages with other organizations and individuals will enhance the technical assistance services offered under this contract. Complete and attach a Linkage Agreement (Attachment 3) for each linkage described.

*Staffing*

- Describe the salaried and non-salaried, if any, staff positions that will be utilized to provide the proposed technical assistance services and demonstrate that such staffing is sufficient to provide all the services outlined in Section II-Scope of Services of this RFP and the Technical Assistance Design section of the proposal. Staffing descriptions should identify those responsible for delivering training activities, including subcontractors, if any.
- Demonstrate that all individuals who will be part of the program will provide services in a manner that is sensitive to the diverse OST direct service provider population.

*Training Facility*

- Describe the proposer’s training facility and demonstrate that it is adequate in size, design, and equipment to provide the requisite services.
- Demonstrate that the facility will be easily accessible to public transportation. The facility shall comply with all Americans with Disabilities Act (ADA) requirements.

**D. Price Proposal**

- Complete TA Activity Summary Form (Attachment 4)
  - Provide cost information for all activities as specified in the attachment.
- Budget Justification Narrative (Preferable page limit: 2 pages, excluding requested attachments)
  - Provide a Budget Justification Narrative for the proposed half and full day rates for all activities. Include detail regarding the expense of components (*e.g.*, equipment, salary, subcontracting cost) needed to provide services and to support the OST peer network.
  - Identify the source of cash contributions, if applicable. Indicate the amount, and state how the money will be used to enhance the proposed program. Document the source of the cash contribution and each amount by submitting a Letter of Intent from the chairperson or executive director of each source.

**E. Acknowledgement of Addenda**

The Acknowledgement of Addenda (Attachment 5) serves as the proposer’s acknowledgement of the receipt of addenda to this RFP, which may be issued by DYCD prior to the Proposal Due Date and Time. The proposer should complete this acknowledgement as instructed on the form.

## **F. Other Required Documents**

Complete and submit the Certification Regarding Client Abuse/Neglect Within the Past 12 Months (Attachment 6).

## **G. Proposal Package Contents (“Checklist”)**

The Proposal Package should contain the following materials. Proposers should utilize this section as a “checklist” to assure completeness prior to submitting their proposals to the Department.

1. A sealed inner envelope labeled “Program Proposal,” containing one original set and five (5) duplicate sets of the documents listed below in the following order:
  - Proposal Summary Form (Attachment 1)
  - Program Proposal
    - Narrative
    - References for the Proposer and, if applicable, each proposed Sub-Contractor
    - Resumes and/or Description of Qualifications for Key Staff Positions
    - Financial Statement or a statement as to why no report or statement is available
    - Linkage Agreement Form (Attachment 3)
  - Price Proposal
    - Budget Form (Attachment 4)
    - Budget Justification Narrative
    - Letter(s) of Intent
  - Acknowledgement of Addenda Form (Attachment 5)
  - Certification Regarding Client Abuse/Neglect (Attachment 6)
2. For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to Patricia Chabla, Agency Chief Contracting Officer, Office of Procurement. Label the envelope with the proposer’s name and address, “Out of School Time (OST) Programs for Youth,” “PIN # 26005OSTRFP,” the Service Options being proposed, and the name and telephone number of the proposer’s contact person.

## SECTION VI: SERVICE OPTION V — EVALUATION SERVICES

### PART 1 — SCOPE OF SERVICES

#### A. Agency Assumptions Regarding Contractor Approach

DYCD is seeking an evaluation of the OST initiative to provide information about the initiative and to describe its effectiveness to program participants and their families, provider organizations, and other stakeholders. At the same time, DYCD seeks to use the evaluation to provide ongoing feedback that can be used for the continuous improvement of the OST system.<sup>§§</sup>

The evaluator's tasks and deliverables outlined below emphasize documenting the implementation of OST programs, especially in the start-up phase; identifying and assessing participant and system-wide outcomes; and providing OST stakeholders with tools for managing the continuous improvement of the OST system.

DYCD anticipates funding, over the duration of the contract, up to 400 programs that will serve approximately 50,000 youth throughout the New York City elementary, middle, and high schools. The OST system will support a wide range of program types and activities, locate programs in community centers as well as schools, and target populations and neighborhoods currently underserved by after-school programs. However, all programs will share the OST program vision and address the OST goals as presented in the Overview of the Request for Proposals (Section II, above).

#### B. Evaluation Components

The evaluation will consist of the following components. The guidelines for each are described below:

1. The OST Theory of Change
2. OST Program Implementation Study
3. OST Participant Outcomes Study
4. OST System Outcomes Study

The proposer may propose additional components that might further enhance the evaluation.

##### *1. The OST Theory of Change: Translating OST Logic into an OST Theory of Change*

Implicit in the design of the OST system is a theory of how its goals are linked sequentially. The OST goals chart aligns system-wide goals to specific OST program requirements, activities, and quality indicators. Using sequential logic as a foundation, the evaluator and DYCD administrators will articulate a more detailed logic model or *theory of change* for the OST initiative. The OST theory of change will make explicit the assumptions that drive OST program logic by defining the timing and sequence of OST implementation and outcomes, and

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<sup>§§</sup> Proposers of evaluation services should familiarize themselves with the terms of OST Service Options I-IV for an understanding of the components of the OST system.

will be the conceptual foundation for the evaluation. For stakeholders and OST decision-makers, the OST theory of change will guide the strategic development of the OST system.

## *2. OST Program Implementation Study*

Beginning in the first year of the program, the evaluation services (ES) contractor would assess program implementation. The ES contractor would closely document the start-up phase for OST programs to provide OST stakeholders with a solid understanding of the early challenges, opportunities, and successes of the OST initiative. Beyond the start-up phase, the ES contractor would document how OST providers engage youth participants and ensure quality programming. The analysis of participant engagement would examine outreach and recruitment practices, as well as how certain program features better engage youth to achieve higher levels of participation. The study of youth participation would also include a description of the characteristics of youth participants. The analysis of program quality would examine how OST providers incorporate program features that research has linked to the positive youth development principles outlined in Appendix G. The evaluation would also examine how OST providers integrate youth development principles with their organizational practices (*e.g.*, staff training, procedures enabling participants to select activities). The OST program implementation study would include an examination of the cost of providing OST programs.

## *3. OST Participant Outcomes Study*

The ES contractor would conduct an analysis of OST outcomes for youth participants. This study would examine how participation and program practices are linked to changes in youth participants in terms of developmental competencies and educational outcomes. For each specified outcome domain, the evaluator would look to the theory of change for short- and intermediate-term outcomes that align with longer-term outcomes. For instance, in terms of academic outcomes, the evaluator would examine shorter-term outcomes, such as the type of engagement in OST activities, and medium-term outcomes, such as how OST programs are associated with changes in behaviors (*e.g.*, motivation, attitudes about school, attendance, and disciplinary record at school) and practices (*e.g.*, homework completion, reading activity) that research has shown to be positively linked to improved longer-term academic outcomes.

As part of the Outcomes Study, the ES contractor will develop a survey of all OST youth participants, which will be administered by service providers at the beginning and end of each program duration. The ES contractor will also collect data from a sample of OST providers throughout the contract period. DYCD may introduce individual participant outcome tracking and reporting by all direct service providers in years 2 and 3 of program contracts. During year 1 of the contracts, the ES contractor would work with DYCD and OST direct service providers to identify individual outcomes both reasonable with respect to the duration, intensity, and breadth of participation in program activities and feasible with respect to measurement (indicators), tracking, and reporting.

#### *4. OST System-Level Implementation and Outcomes Study*

The ES contractor would examine the extent to which the initiative is reaching its system-level outcomes and efficiently delivering OST services. This analysis would examine whether and how the OST initiative has provided services to high need neighborhoods and populations; developed partnerships between City agencies, providers, and private funders; and provided technical assistance to support the quality of OST programs. The key outcome domains in this analysis would be the extent to which the initiative is improving coordination and efficiency of the OST system and better meeting the needs of working families.

### **C. Evaluation Elements**

#### *Research Questions*

The ES contractor would propose a set of research questions that correspond to the evaluation components described above and support the analyses noted therein. The following set of research questions are given to provide guidance to proposers. DYCD encourages proposers to recommend their own set of questions that best meet the requirements of DYCD and the proposed design of the evaluation study. The final set of research questions for the evaluation would be identified collaboratively between DYCD and the ES contractor during contract negotiation.

#### *OST Program Implementation*

- What types of programs are funded by the OST system?
- What are the costs of providing high quality OST services?
- To what extent do OST programs have the features associated with providing developmental opportunities for youth, including, but not limited to:
  - Are program schedules and locations convenient for working families?
  - Are programs welcoming to culturally diverse youth and their families?
  - Do programs offer safe spaces—appropriate facilities and structured peer-peer and peer-adult interactions to make participants feel safe and secure?
  - Do programs have appropriately trained and experienced staff—in order to encourage youth engagement in relationships and program activities?
  - Do programs offer a range of high quality activities?
- Who are the youth that participate in OST programs?
- What are the patterns of youth participation in OST programs?
  - How often do youth attend OST programs (per day, week, and year), and with what patterns of attendance and levels of engagement in program activities?
  - What is the correlation between participation rates and type of program activity?

#### *OST Participant Outcomes*

- How well do OST programs meet the *short-term* goals of the OST initiative? For example, to what extent do programs:
  - Achieve high attendance rates in the OST program and in school?

- Provide youth with feelings of safety and security?
- Encourage participants to develop positive relationships with adults and peers?
- Engage youth in a variety of activities?
- Improve math and/or literacy skills?
- Improve homework completion?
- How well do programs meet the *intermediate* goals of the OST initiative? For example, to what extent do programs:
  - Provide high expectations for youth?
  - Support the exploration of interests and the development of skills and creativity?
  - Support leadership development?
  - Support a sense of community and respect for diversity?
  - Improve academic performance in school?
- How well do OST programs support achievement of participant outcomes in areas such as:
  - Fostering resilience?
  - Developing positive relationships?
  - Supporting healthy behavior and physical well-being?
  - Supporting the development of academic skills?

#### *Linking Outcomes to Program Practices*

- How are OST organizations and programs associated with desired outcomes?
  - What organizational, staff, and other program practices are positively linked to desired outcomes?
  - How are aspects of program participation—including duration, intensity, and breadth—linked to outcomes?
  - How do desired outcomes work sequentially? To what extent do youth follow developmental paths through the desired outcomes?

#### *Meeting the Needs of Working Families*

- To what extent has the OST initiative provided programs to populations in high need neighborhoods?
- To what extent have OST programs served the need for child care for the parents or guardians of participants?

#### *Increasing Coordination and Efficiency*

- How does the OST planning process engage stakeholders?
- How does the design of the OST system affect the level of quality throughout the system? How do OST Technical Assistance services support and/or enhance the quality of the OST system?
- What partnerships between public agencies, providers, and private funders have been created through the OST initiative? How effective have these partnerships been?

### ***Sampling***

The ES contractor would develop a random sample of programs, stratified to a degree that captures sufficient program variation, which will allow for inferential assessment about implementation and outcomes across the system.

In addition, the ES contractor would identify a subset of the sample (approximately 6-8 programs) that would come from the pool of Option II — Public/Private Match providers. As described earlier in this RFP, DYCD allows greater flexibility in program designs for Option II programs, which do not need to meet all the requirements placed on Option I programs. As such, DYCD anticipates a wide variation in programming. The evaluator would conduct individual, in-depth case studies of these sample Option II programs to assess the value of this variation.

### ***Data Collection Methods***

This section describes the methods that the ES contractor would use to collect data to inform each of the three OST studies. The contractor may utilize additional data collection that might further enhance the evaluation. Proposers are encouraged to propose data collection methods in addition to those listed below.

#### ***Data for the OST Program Implementation Study and the OST Participant Outcomes Study***

The ES contractor would collect data for the OST program implementation and outcomes studies from two major sources:

1. Information from the **universe** of OST programs:
  - **The OST Management Information Systems**  
The ES contractor would have access to data from the OST management information systems, which will consist of DYCD's Comprehensive Contract Management System and Web-based client attendance reporting and enrollment system. In contract years 2 and 3, DYCD also anticipates introducing software to track and report on individual participant outcomes.
  - **Surveys of Program Participants**  
The ES contractor would design pre- and post- annual surveys of all program participants, which will be administered by OST direct service providers at the beginning and end of each academic year. The evaluator would work with the OST TA contractor(s) to design a brief training module for direct service providers in how to administer the survey. The TA contractor(s) would be responsible for delivering the training and collecting completions; the evaluator would be responsible for data entry and analyzing survey results.
2. More detailed information from the evaluation **sample**. The ES contractor would use a range of data collection methods with the sample, including:
  - **Surveys**  
The ES contractor would design and work with the OST providers to distribute surveys to various stakeholders, including
    - OST program participants;

- OST program staff members—both frontline and program managers; and
- Parents of OST participants.
- In-Depth Interviews and Focus Groups  
The evaluator would conduct in-depth interviews and/or focus groups with individuals associated with the programs in the sample, including:
  - OST program staff members—both frontline and program managers;
  - Parents of OST participants;
  - OST youth participants; and
  - Other community stakeholders.
- Observations of OST Programs  
The ES contractor would conduct observations at programs within the sample.

*Data for the OST System Outcomes Study*

- Data from the OST MIS
- In-depth interviews and focus groups with:
  - OST program staff members—both frontline and program managers;
  - Parents of OST participants; and
  - Other community stakeholders.

**D. Contractor/Staff Qualifications**

- The contractor would be fiscally sound and capable of providing the services described in this section.
- The contractor would have as its primary mission the provision of research and evaluation services to social service programs and initiatives **OR** have an existing unit in its organizational structure dedicated to providing such services.
- The contractor’s key staff would have demonstrated experience in evaluating and understanding of youth development research, programs, and practices.
- The contractor would have at least five (5) years of successful experience within the last eight (8) years in providing evaluation services in the field of youth development.

**E. Evaluation Deliverables**

*Evaluation Reports and Schedules*

The ES contractor would provide DYCD with the following reports to be submitted on or about the due dates listed in parentheses.

*OST theory of change and evaluation design reports:*

OST Theory of Change and Evaluation Design (Analysis Plan) (10/1/05)

Year 2 Revisions to Evaluation Design (10/1/06)

Year 3 Revisions to Evaluation Design (10/1/07)

*OST program implementation study reports:*

In each year of the contract, the evaluator would provide an interim and final report on program implementation to be submitted on or about the due dates listed in parentheses.

Year 1 Interim Implementation Analysis (3/1/06)

Year 1 Final Implementation Analysis (10/1/06)

Year 2 Interim Implementation Analysis (3/1/07)

Year 2 Final Implementation Analysis (10/1/07)

Year 3 Interim Implementation Analysis (3/1/08)

Year 3 Final Implementation Analysis (10/1/08)

*OST participant outcomes study reports:*

Year 1 OST Snapshot: MIS Data and Results of the OST Pre-test (3/1/06)

Year 1 Outcomes: Pre- and Post-test Analysis (10/1/06)

Year 2 OST Snapshot: MIS Data and Results of the OST Pre-test (3/1/07)

Year 2 Outcomes: Pre- and Post-test Analysis (10/1/07)

Year 3 OST Snapshot: MIS Data and Results of the OST Pre-test (3/1/08)

Year 3 Outcomes: Pre- and Post-test Analysis (10/1/08)

*OST system outcomes study reports:*

Year 1 OST System Analysis (10/1/06)

Year 2 OST System Analysis (10/1/07)

Year 3 OST System Analysis (10/1/08)

***Presentations***

The evaluator would make two presentations in each year of the contract to DYCD and/or other audiences.

***Progress Reporting***

Progress reporting will consist of detailed monthly progress reports, which the evaluator would submit to DYCD, as well as monthly conference calls between the evaluator and DYCD. The monthly written reports would summarize, by management task (see the following section for detail) for all project activity.

## SECTION VI: SERVICE OPTION V — EVALUATION SERVICES

### PART 2 — FORMAT AND CONTENT OF THE PROPOSAL

#### A. Proposal Format

Proposers should provide all of the information requested in the format indicated below. Proposals should meet the following specifications:

- Type should be 12-point font size.
- The proposal preferably should be **no more than 27 pages**, excluding requested attachments.
- The proposal should be typed on 8 ½” x 11” white paper.
- Lines should be **double-spaced** with no less than 1” margins.
- Pages, including attachments, should be numbered sequentially from 1 through to the end and include a header or footer identifying the proposer.
- The proposal should include a table of contents.

#### B. Proposal Summary Form

The Proposal Summary Form (Attachment 1) transmits the proposer’s Proposal Package to DYCD. An authorized representative of the proposer must sign and date the completed proposal summary.

#### C. Program Proposal

The Program Proposal is a clear, concise narrative that addresses the following:

***Experience*** (Preferable page limit: 5 pages, excluding requested attachments)

- Describe the successful, relevant experience of the proposer organization and key staff within the past eight years in providing evaluation services of the work of community-based organizations in the area of youth development and after-school/out-of-school time.
- Indicate if research and evaluation is the organization’s primary mission or that of a specific unit within the organization. Further indicate if research and evaluation of social service programs is the primary focus of the organization or that of a specific unit within the organization.
- Attach a job description for each key staff position, including required qualifications, and a resume for those positions that are currently filled.
- Attach a list of five (5) organizations for which the proposer has provided similar services. For three (3) of these organizations, provide the following information: name of the organization; description of the project; contact person(s); telephone number; and email.

***Organizational Capability (Preferable page limit: 3 pages, excluding requested attachments)***

Demonstrate the proposer's organizational (administrative, financial, and programmatic) capability to carry out the program described in Section VI-1 Scope of Services. Specifically include the following.

- Describe and demonstrate the success of efforts with other organizations and agencies in providing related evaluation services.
- Demonstrate that the proposer's organization and staff have substantive expertise in the area of OST programs.
- Describe the proposer's internal monitoring system and demonstrate its effectiveness in identifying operational, personnel, and fiscal issues.
- Attach a copy of the most recent financial audit of the organization conducted by a Certified Public Accountant, indicating the period covered **OR**, if no audit has been performed, the organization's most recent audited financial statement, indicating the period covered, **OR** an explanation of why no audited financial statement is available.
- State whether or not the organization is required to file with the NY State Attorney General's Office of Charities Registration, and if so, attach a copy of the most recent Financial Annual Report filed with that office, indicating the period covered.
- **State whether or not the organization is required to file with the federal Office of Management and Budget pursuant to Circular A-133, and if so, attach a copy of the latest report filed with that office, indicating the period covered.**

***Proposed Approach (Preferable page limit: 16 pages, excluding requested attachments)***

Describe in detail how the proposer will provide the proposed evaluation services and demonstrate that the proposed service approach will fulfill DYCD's goals and objectives for the evaluation of the OST program initiative described in Section VI-1 Scope of Services. Specifically include the following:

**1. Understanding of OST Programs**

- Demonstrate the proposer's understanding of large-scale, comprehensive OST initiatives and their associated challenges, and demonstrate how the proposer would effectively address those challenges in order to provide a meaningful evaluation.
- Demonstrate the proposer's understanding of positive youth development, and knowledge of the current research on OST programs and evaluation models.
- Demonstrate the proposer's understanding of the specific context of New York City's OST Initiative.

**2. Evaluation Design**

- Describe how the proposer would design an evaluation using the parameters set forth in Section VI-1 B (Evaluation Components).

### **3. Project Management**

Using the following four areas that broadly correspond to the four evaluation components, describe how the proposer would manage the evaluation in keeping with the proposed evaluation design.

- (a) Start-up and Evaluation Design
- (b) OST Program Implementation Study
- (c) OST Program Outcomes Study
- (d) OST System Implementation and Outcomes Study

Management descriptions in each of the four areas should include sub-sections identifying key staff and describing administration, sampling, instrument development, data collection, analysis, and reporting, as well as collaboration with the TA providers(s) and communication with DYCD.

In addition, submit a project management calendar.

### **4. Staffing**

Describe the staff positions that will be utilized to provide the proposed evaluation services and demonstrate that such staffing is sufficient to provide all the services outlined in Section VI-1 Scope of Services. Specify a Principal Investigator (PI), Project Director (PD), and Task Manager for each component (the PI and PD may serve as Task Managers for one or more components). A resume or job description for each proposed project staff member should be attached as described in this section under Program Proposal, Experience, above.

## **D. Price Proposal**

Evaluation designs should be based on a 40-month project timeline. For the purposes of comparison, proposers should submit a Price Proposal that meets the standards below.

### **1. Evaluation Services Budget Form** (Attachment 4)

Using the Evaluation Services Budget Form, summarize annual activity and cost for each of the four project components for each of the four years of the project. (Note that the fourth year of the project is only four months.)

### **2. Budget Justification Narrative** (Preferable page limit 3 pages, excluding requested attachments)

Provide a Budget Justification Narrative that justifies the figures provided in the Evaluation Services Budget Form (Attachment 4). Submit any supplemental budget documents of your choice to provide further budget detail. In addition, submit a schedule of proposed payment milestones with the Budget Justification Narrative.

Identify the source of cash contributions, if any. Indicate the amount and state how the money will be used to enhance the proposed program. Document the source of the cash contribution and each amount by submitting a Letter of Intent from the chairperson or executive director of each source.

**E. Acknowledgement of Addenda (Attachment 5)**

The Acknowledgement of Addenda (Attachment 5) serves as the proposer’s acknowledgement of the receipt of addenda to this RFP, which may be issued by DYCD prior to the Proposal Due Date and Time. The proposer should complete this acknowledgement as instructed on the form.

**F. Other Required Documents (Attachment 6)**

Complete and submit the Certification Regarding Client Abuse/Neglect Within the Past 12 Months (Attachment 6).

**G. Proposal Package Contents (“Checklist”)**

The Proposal Package should contain the following materials. Proposers should utilize this section as a “checklist” to assure completeness prior to submitting their proposal to the Department.

1. A sealed inner envelope labeled “Program Proposal,” containing one original set and five (5) duplicate sets of the documents listed below in the following order:
  - **Proposal Summary Form (Attachment 1)**
  - Program Proposal
    - Narrative
    - References for the Proposer and, if applicable, each Sub-Contractor
    - Resumes and/or Description of Qualifications for Key Staff Positions
    - Financial Statement or a statement as to why no report or statement is available
  - Price Proposal
    - Budget Forms (Attachment 4)
    - Budget Justification and Narrative
      - Supplemental Budget Documents
      - Schedule of Proposed Payment Milestones
    - Letter(s) of Intent
  - Acknowledgement of Addenda Form (Attachment 5)
  - Certification Regarding Client Abuse/Neglect (Attachment 6)
2. For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to Patricia Chabla, Agency Chief Contracting Officer, Office of Procurement. Label the envelope with the proposer’s name and address, “Out of School Time (OST) Programs for Youth,” “PIN # 26005OSTRFP,” the Service Options being proposed, and the name and telephone number of the proposer’s contact person.

## **SECTION VII: PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES**

### **A. Evaluation Procedures**

All proposals accepted by the Department will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by the Department to be non-responsive will be rejected. The Department's Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. The Department reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as the Department deems applicable and appropriate. A site visit after award, but prior to contract execution may occur. Although discussions may be conducted with proposers submitting acceptable proposals, the Department reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best programmatic and price terms.

### **B. Evaluation Criteria**

- Demonstrated quantity and quality of successful relevant experience 40%
- Demonstrated level of organizational capability 10%
- Quality of proposed approach 50%

### **C. Basis for Contract Award**

A contract will be awarded to the responsible proposers whose proposals are determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria which are set forth in this RFP, however,

- With respect to Service Options I, II and III, DYCD reserves the right to make contract awards to ensure: 1) appropriate distribution of necessary services and programs across geographic areas, grade levels, and target populations; and 2) program diversity (*e.g.*, program type, size, and duration).
- A proposer awarded a Service Option IV contract will not be eligible for award of any other contract from this RFP.
- The proposer awarded the Service Option V contract will not be eligible for award of any other contract from this RFP.
- If a proposer is eligible for more than one contract award from this RFP, DYCD reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, respectively, how many, for what level of services and for which Service Option(s) and/or DOE Region(s), the proposer will be awarded a contract, and the dollar value of each such contract.
- If a proposer for Service Option I, II, or III is determined by DYCD to be eligible for contract award but is not selected for award for the school or Parks site proposed and such proposer indicated in their proposal that they would be willing to provide services at an alternate school or Parks site, DYCD reserves the right to award a contract to that proposer

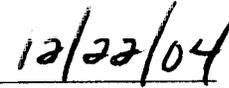
to provide services at an alternative site selected by DYCD to be in the best interest of the City.

- Contract award would be subject to: 1) the timely completion of contract negotiations between DYCD and the selected proposers; and 2) for programs to be located at school sites listed in Appendix E, submission of an executed site-specific agreement describing in detail the respective roles and responsibilities of the school and the selected OST program provider.

## SECTION VIII - GENERAL INFORMATION TO PROPOSERS

- A. **Complaints** The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism, or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, Room 835, New York, NY 10007; the telephone number is (212) 669-2797. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.
- B. **Overall Provisions** This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Administrative Code, New York City Charter, and New York City Procurement Policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by contacting the Mayor's Office of Contracts at (212) 788-0010.
- C. **General Contract Provisions** Contracts shall be subject to New York City's General Contract Provisions, in substantially the form that they appear in "Appendix A-General Provisions Governing Contracts for Consultants, Professional and Technical Services" or, if the Agency utilizes other than the formal Appendix A, in substantially the form that they appear in the Agency's general contract provisions. A copy of the applicable document is available through the Authorized Agency Contact Person.
- D. **Contract Award** Contract award is subject to each of the following, applicable conditions: New York City Fair Share Criteria, New York City MacBride Principles Law; submission by the proposer of the New York City Department of Small Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/ Certificates of No Change and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and local laws and executive orders requiring affirmative action and equal employment opportunity; and Section 6-108.1 of the New York City Administrative Code relating to the Local Based Enterprises program and its implementation rules.
- E. **Proposer Appeal Rights** Pursuant to New York City's Procurement Policy Board Rules, proposers have the right to appeal agency non-responsiveness determinations and agency non-responsibility determinations and to protest an agency's determination regarding the solicitation or award of a contract.
- F. **Multi-Year Contracts** Multi-year contracts are subject to modification or cancellation if adequate funds are not appropriated to DYCD to support continuation of performance in any City fiscal year succeeding the first fiscal year and/or if the contractor's performance is not satisfactory. DYCD will notify the contractor as soon as is practicable that the funds are, or are not, available for the continuation of the multi-year contract for each succeeding City fiscal year. In the event of cancellation, the contractor will be reimbursed for those costs, if any, which are so provided for in the contract.
- G. **Prompt Payment Policy** Pursuant to the New York City's Procurement Policy Board Rules, it is the policy of the City to process contract payments efficiently and expeditiously.
- H. **Prices Irrevocable** Prices proposed by the proposer shall be irrevocable until contract award unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to DYCD prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of DYCD to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.
- I. **Confidential, Proprietary Information or Trade Secrets** Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information, or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal.
- J. **RFP Postponement/Cancellation**. The agency reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.
- K. **Proposer Costs**. Proposers will not be reimbursed for any costs incurred to prepare proposals.
- L. **Charter Section 312(a) Certification**. The Department of Youth and Community Development has determined that the contract(s) to be awarded from this Request for Proposals (PIN: 26005OSTRFP) for Out-of-School Time Programs for Youth will not directly result in the displacement of any New York City employee.

  
Agency Chief Contracting Officer

  
Date

**TRANSITION OF SERVICES LETTER:**

**Information for Providers of School-age Child Care Services  
Funded by the Administration for Children's Services**

**RFP Title: Out-of-School Time Programs for Youth**

**PIN # 26005OSTRFP**



ADMINISTRATION FOR CHILDREN'S SERVICES  
Office of the Commissioner  
150 WILLIAM STREET- 18<sup>th</sup> FLOOR  
NEW YORK, NEW YORK 10038

JOHN B. MATTINGLY  
*Commissioner*

December 2004

Dear Provider:

We are writing to provide updated information regarding New York City's plan to create a comprehensive and coordinated Out-of-School Time (OST) system for school-age youth. The goal of the OST system is to provide an increased number of quality, outcome-based services that support the academic, social, physical and emotional development of young people when they are not in school.

The City, in conjunction with provider representatives and advocates, has engaged in an extensive planning process to develop a strong OST system. It is anticipated that this new system administered by the Department of Youth and Community Development (DYCD) will have the capacity to serve an increased number of youth and will ensure quality school-age programming. To accomplish this consolidation, ACS will transition out of providing contracted school-age child care. The ACS transition will be phased in beginning September 2005.

Since your program currently provides contracted school-age child care, you will be directly affected by this transition. Child care programs are not required to apply for OST funding; however, effective September 2005, ACS will significantly reduce contracts for school-age child care services, and effective September 2006, ACS will no longer contract for school age services.

ACS will amend child care contracts to reflect a reduction of school age services beginning September 2005; the funding for these slots will be transferred to the OST system. Programs should **expect and plan for** the following reductions in ACS contracted services based upon their total school-age budgeted capacity:

1. ACS will reduce program contracts by at least **one school-age classroom** for those programs with a school-age budgeted capacity of 41 to 80;
2. ACS will reduce program contracts by at least **two school-age classrooms** for those programs with a school-age budgeted capacity of 81 or more;

Final decisions on the amendment of each program's contract will also be based on the following criteria: community need for infant, toddler and preschool services, enrollment/vacancy history, program quality and lease arrangements.

The final phase of the transition (Year 2) for all school-age contracted child care will commence in September 2006. At this point, ACS will cease all contracts for school-age child care, and DYCD anticipates further increasing the number of OST slots available to school-age youth throughout the City. We will amend existing contracts effective September 1, 2006 by reducing the total contract amount to reflect the elimination of all school-age services. Programs would still be permitted to accept child care vouchers in non-contracted slots after the transition.

**If you intend to continue providing contracted services to school-age children, you must compete for an OST contract by responding to the DYCD Request for Proposals (RFP) for OST Services and propose to provide some level of OST services beginning September 2005 (even if ACS is not reducing your contract until September 2006).**

If you intend to apply for the new OST services, there are several options available with regard to your currently ACS-funded school-age slots:

- 1) Phase-In Option: Apply for OST funding to replace ACS-funded school-age classrooms lost in Year 1 (September 2005), and to replace all ACS-funded school age classrooms in Year 2 (September 2006).
- 2) All-in Option: Apply for OST funding for all ACS-funded school-age classrooms in Year 1 (September 2005) and terminate your ACS **school-age** contract should you win an award.
- 3) Reconfiguration Option: Apply for OST funding to change the amount of school-age services that you currently provide in Year 1 and/or Year 2.

Please review the DYCD OST RFP carefully to ensure that your plan is consistent with the program requirements. If you plan to apply for the OST program in your current facility, please notify ACS as soon as possible so that we can plan with you for the transition.

We understand that this transition raises operational issues, but we will work with you and the entire child care community to ensure a smooth transition. We will be making technical assistance available for ACS child care operational issues to help with these changes to your program. More information on this assistance will be provided shortly. Along with the child care programs and DYCD, ACS will also work with families to provide information about the new OST services and their rights under the Child Care Block Grant, including the right to continuing services through the use of a child care voucher. Over the next few months, ACS will work with each current ACS school-age provider to develop a plan that will assist the provider, and the families they serve, in the transition to the OST system.

Please join DYCD and ACS at any one of the pre-proposal conferences for the DYCD OST RFP set forth in the RFP under Section I, Timetable, Options I-III. Both DYCD and ACS staff will be available to answer questions at each conference. At the end of each conference, ACS representatives will be available to discuss information specifically relating to current ACS contracted school-age child care programs, including available technical assistance and the transition process. ACS will also be providing additional information regarding your current contract shortly.

The goal of New York City is to ensure that all children have access to quality school-age services. We are committed to making this transition smooth and beneficial to the children and families that we serve.

Sincerely,

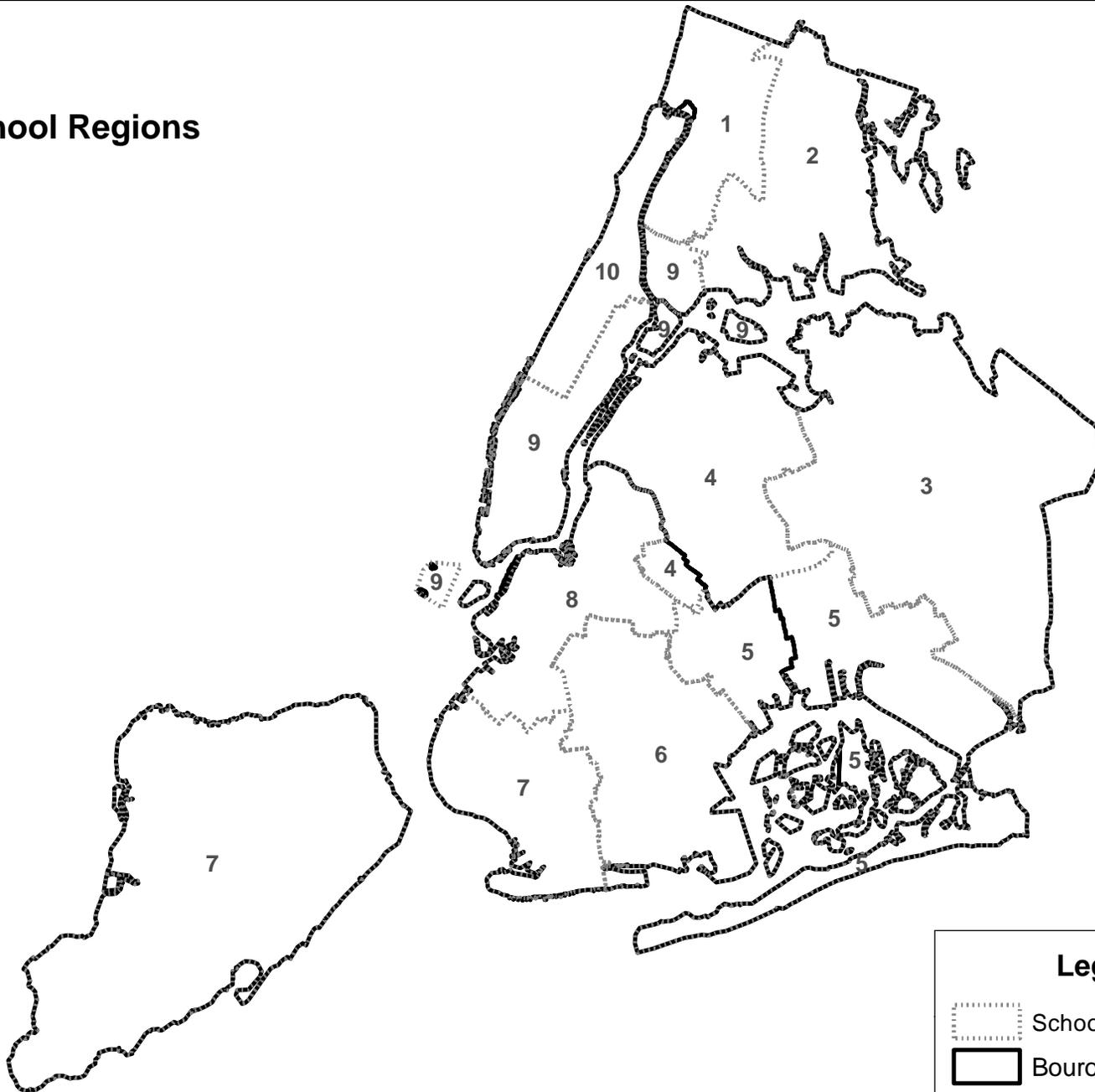
John B. Mattingly  
Commissioner

# APPENDIX B

## DEPARTMENT OF EDUCATION REGION MAPS

**RFP Title: Out-of-School Time Programs for Youth  
PIN #: 26005OSTRFP**

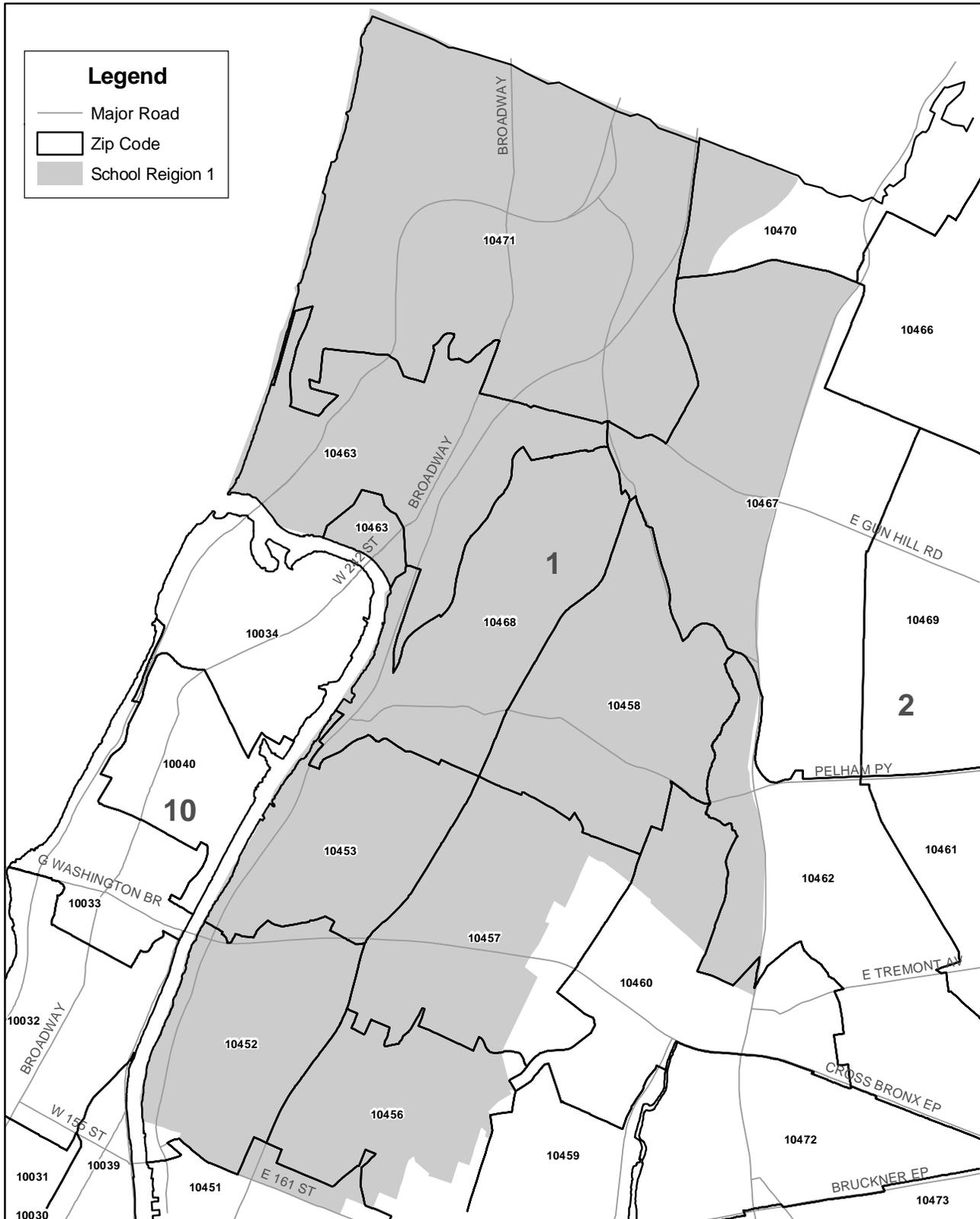
# School Regions



**Legend**

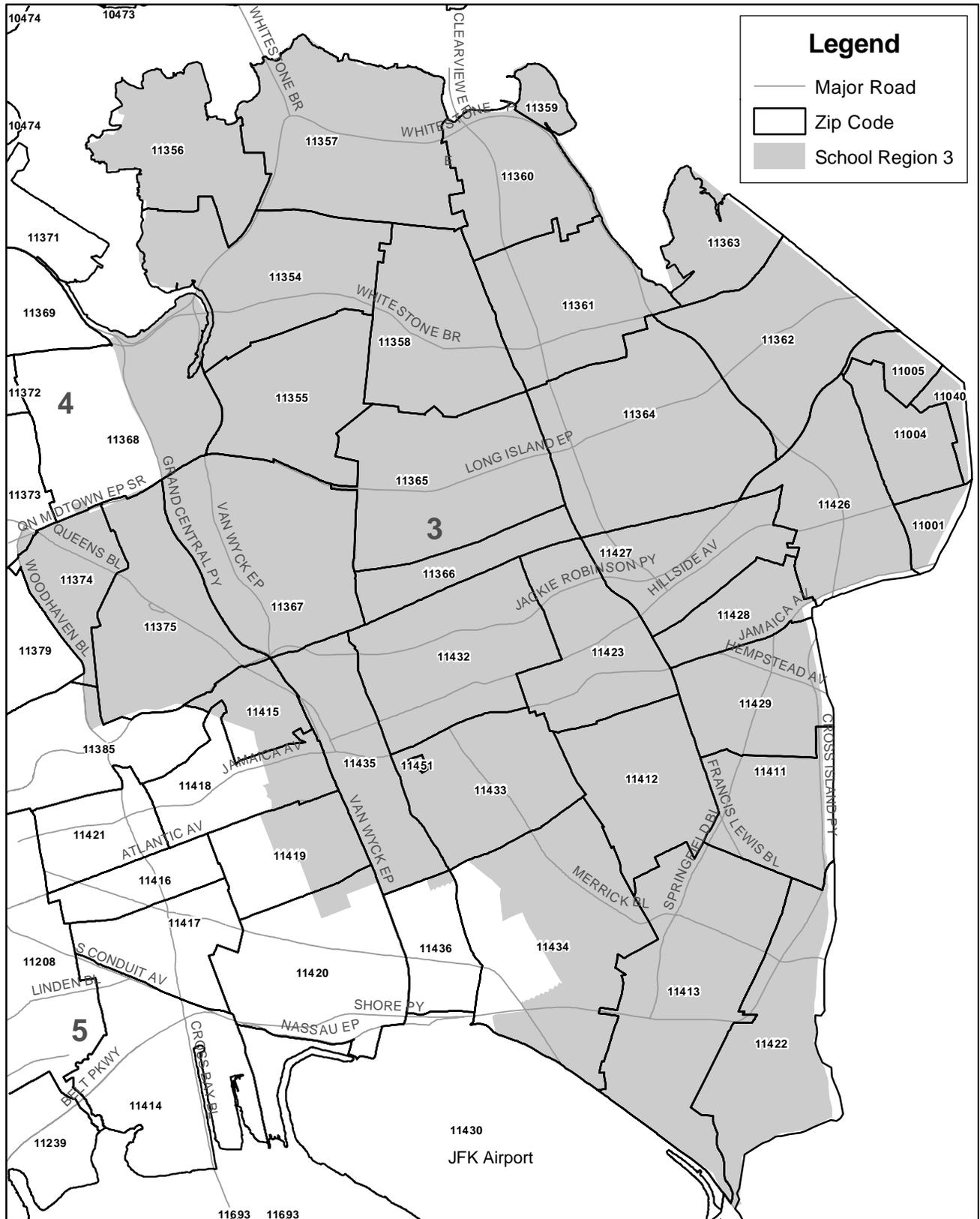
-  School Region
-  Borough Boundary

# School Region 1



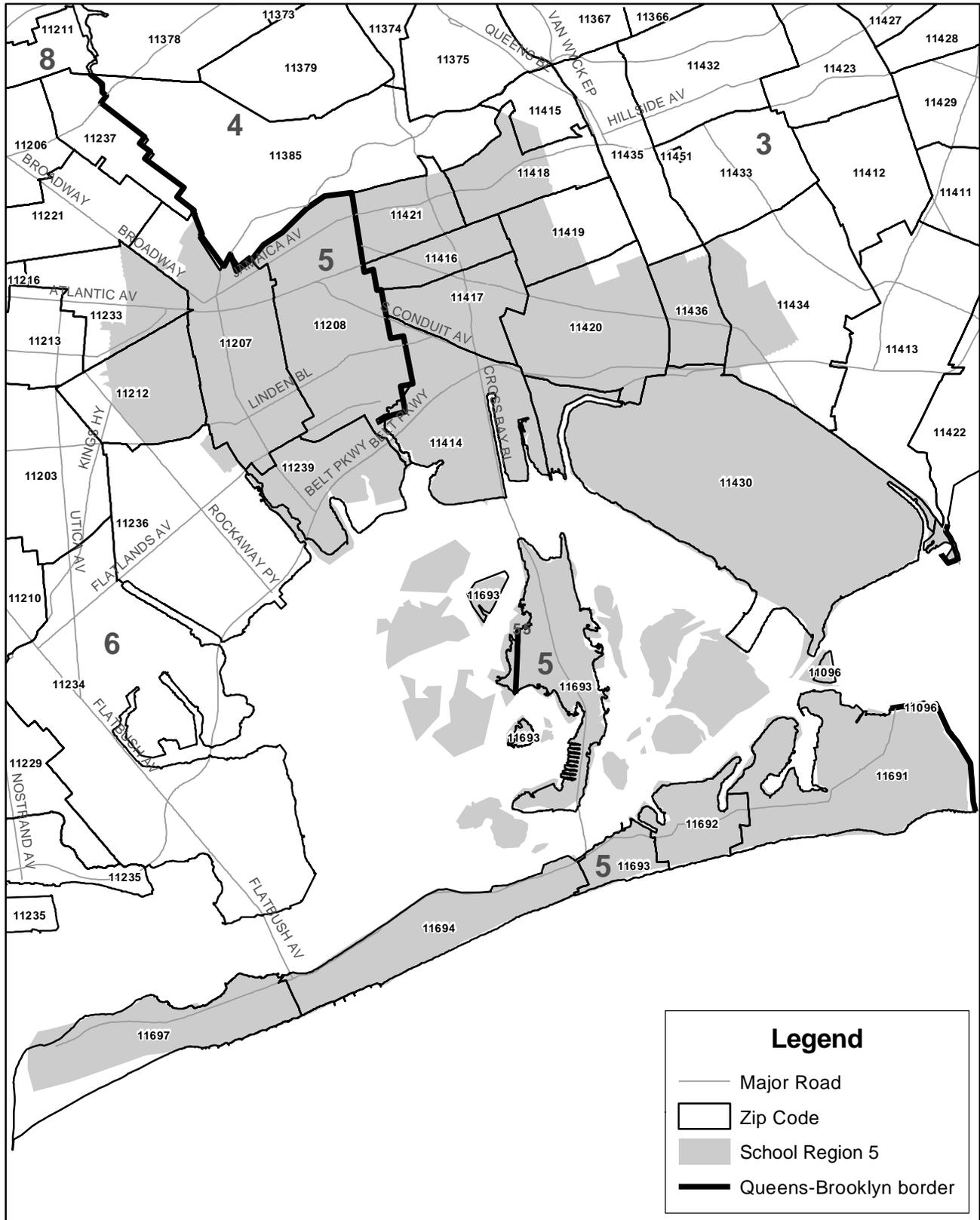


# School Region 3

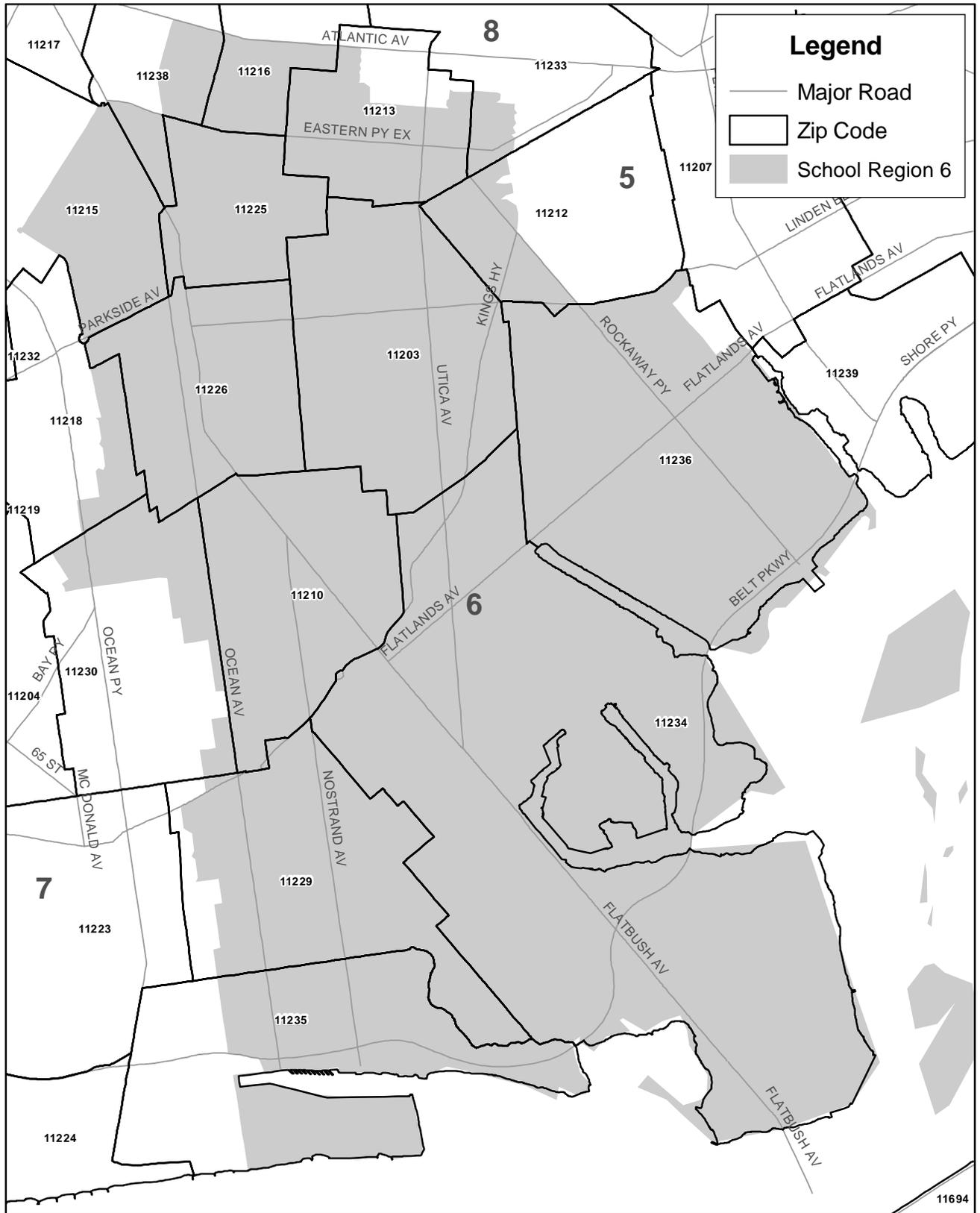




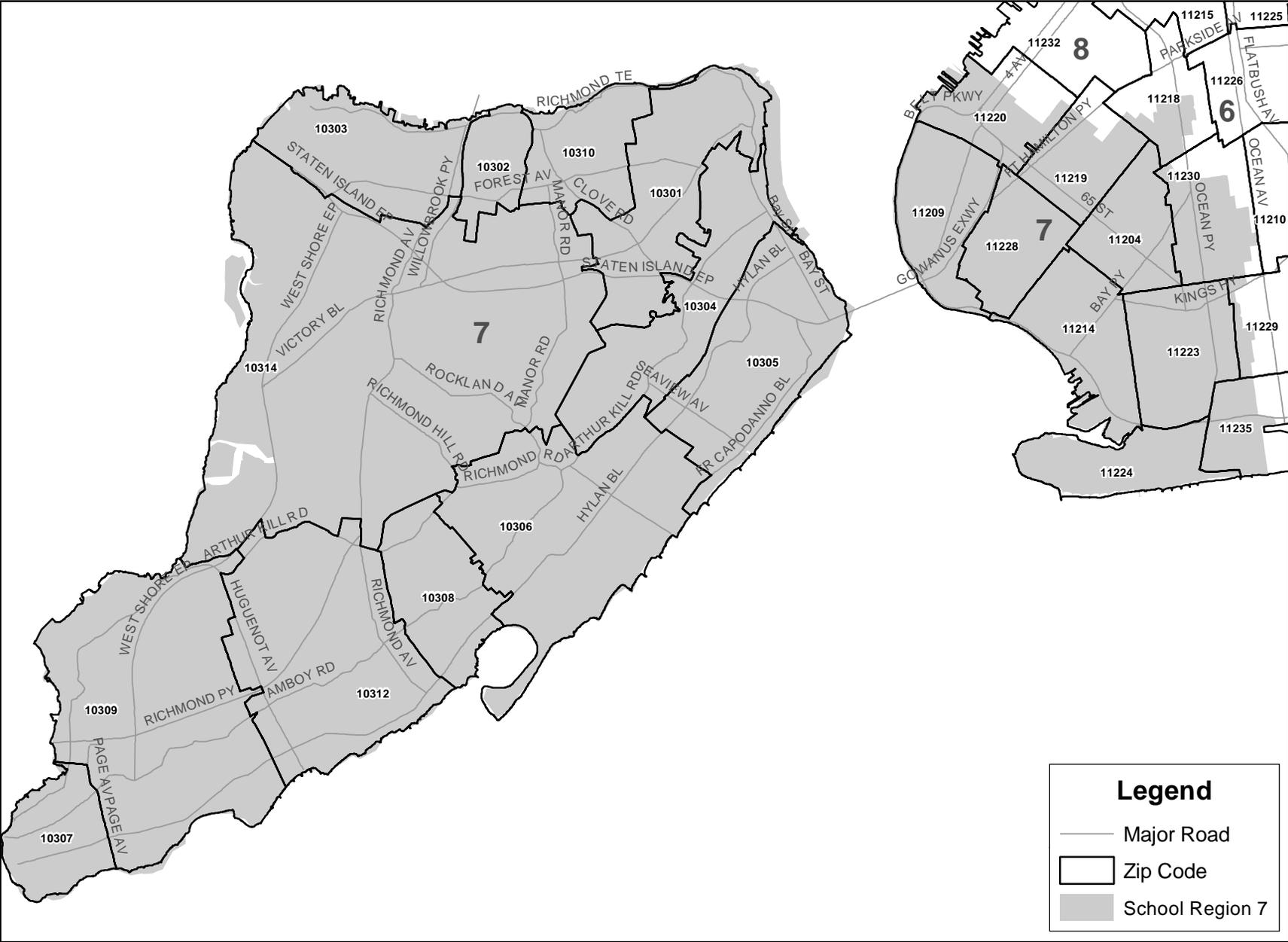
# School Region 5



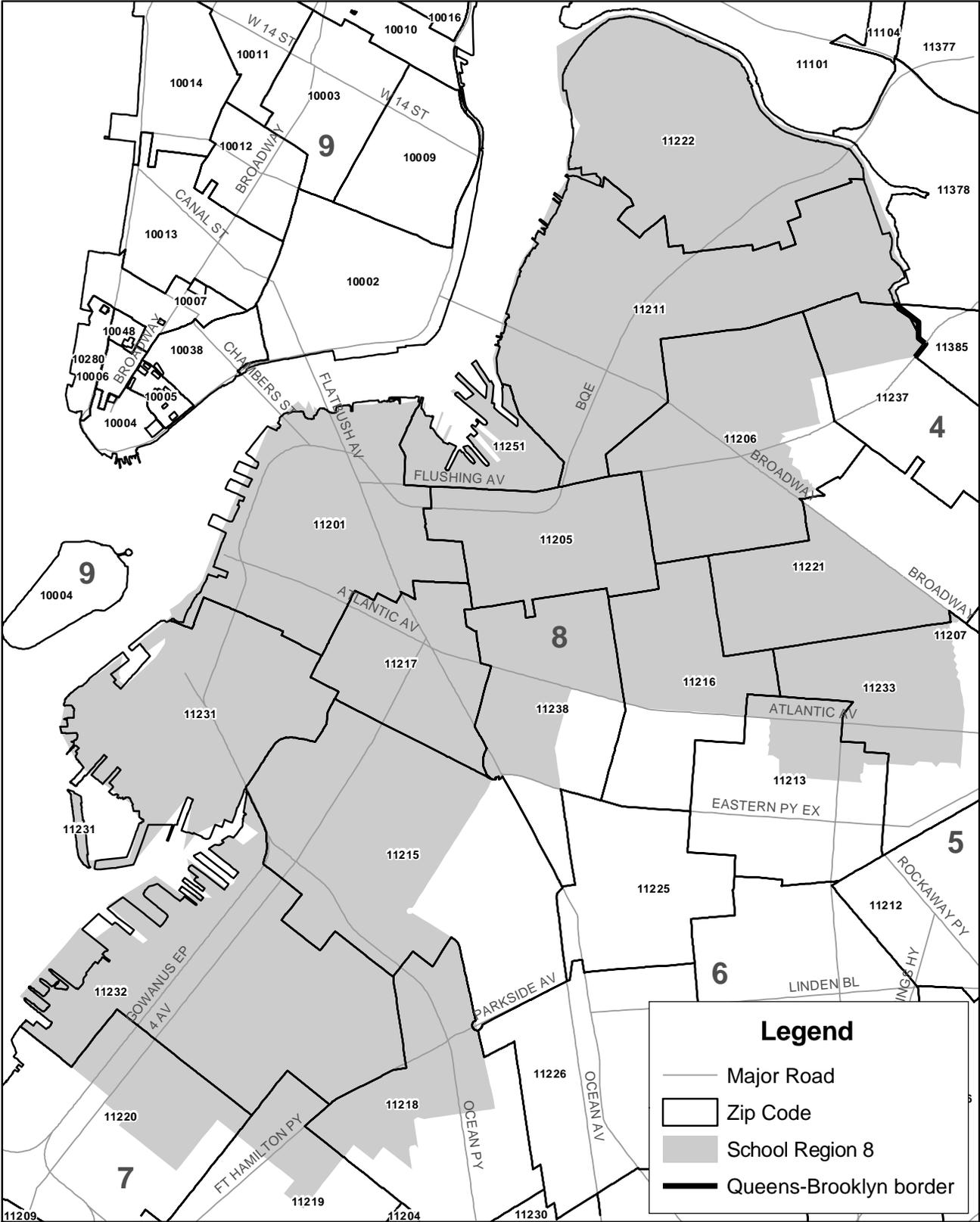
# School Region 6



# School Region 7



# School Region 8







# APPENDIX C

**TARGET YOUTH POPULATIONS FOR OST PUBLIC/PRIVATE MATCH PROGRAMS  
RFP TITLE: OUT-OF-SCHOOL TIME PROGRAMS FOR YOUTH  
PIN #: 26005OSTRFP**

**Greater consideration will be given to proposers that propose to serve one of the following target youth populations:**

1. Youth at risk of failing transition from 8<sup>th</sup> to 9<sup>th</sup> grade
2. Youth required to attend summer school
3. Youth attending Schools Under Registration Review or Schools In Need of Improvement
4. Youth with mental, physical and/or emotional handicaps
5. Young parents
6. Substance-abusing youth
7. Gay, lesbian, transgender, questioning youth
8. Youth whose education has been interrupted
9. Immigrant youth
10. Runaway and/or homeless youth
11. Youth involved in the juvenile justice system
12. Youth in foster care

# APPENDIX D

## TARGET ZIP CODES

**RFP Title: Out-of-School Time Programs for Youth  
PIN #: 26005OSTRFP**

## OST TARGET ZIP CODES FOR OPTIONS I AND II

The Option II target zip codes are listed with an asterisk. The Option I target zip codes include those with the asterisk and all the other zip codes listed below.

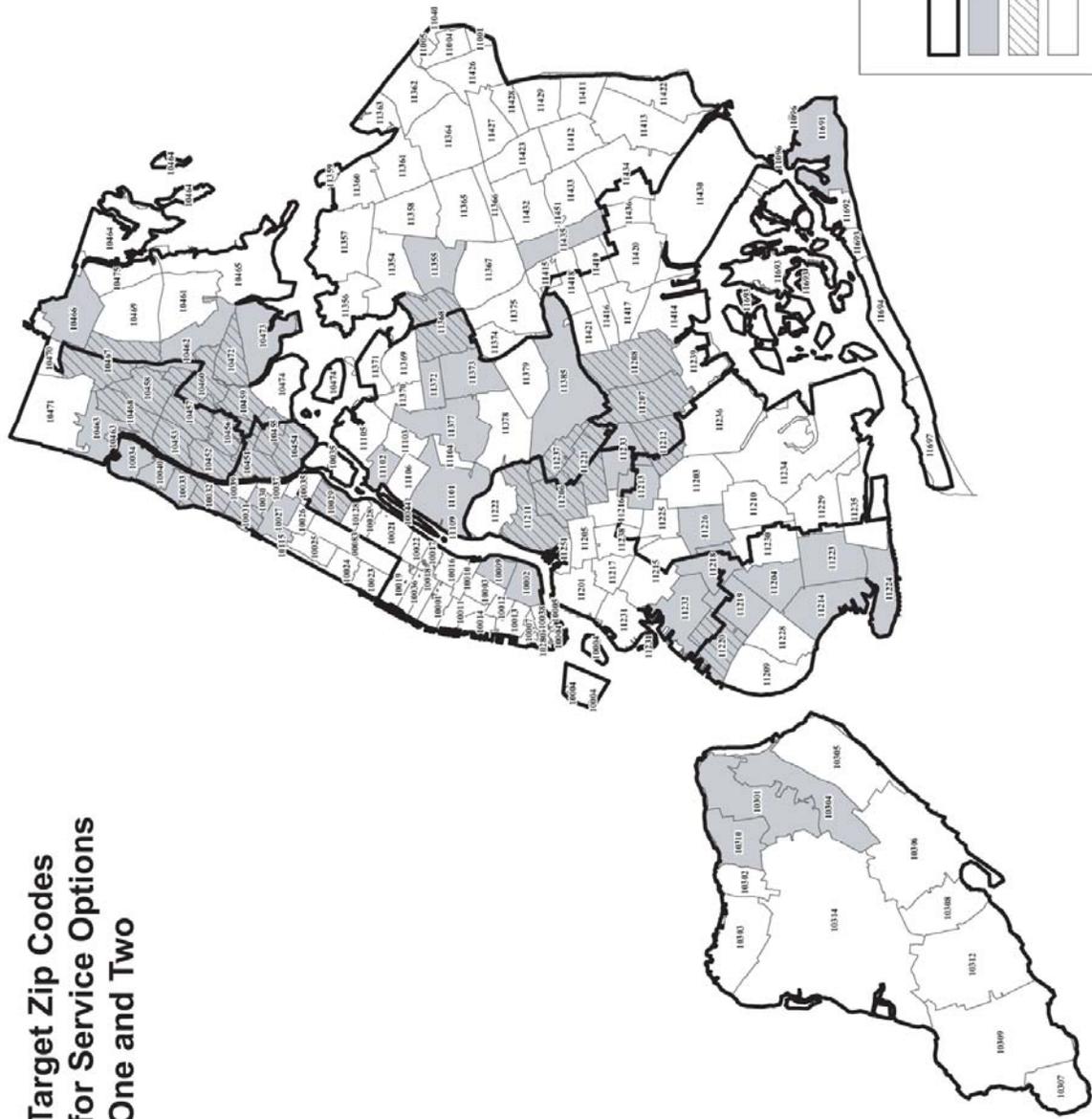
Region 1	Region 2	Region 3	Region 4	Region 5
10453*	10456*	11368*	11206*	11208*
10456*	10457*		11368*	11207*
10452*	10472*	11373	11221*	11212*
10458*	10460*	11385	11207*	
10457*	10455*	11435	11237*	11233
10468*	10459*	11355		11691
10460*	10467*		11373	
10467*	10451*		11385	
10451*	10462		11372	
10462	10473		11377	
10463	10466		11101	
			11102	
Region 6	Region 7	Region 8	Region 9	Region 10
11212*	11220*	11206*	10456*	10032*
	11219	11237*	10452*	10031*
11226	11218	11220*	10455*	10027*
11218	11223	11211*	10029*	
11233	11214	11221*	10454*	10040
11213	11224	11219	10459*	10034
	11204	11218	10451*	10033
	10304	11233	10002	10030
	10310	11213	10009	
	10301	11232		

To rank the zip codes, DYCD used a composite formula which included the following five variables: youth population ages 6-15 years; youth poverty rate at 100% of poverty line; rate of youth ages 16-19 years that are not in school, not high school graduates, and not in the labor force; number of ELL students in public school; number of single parent families with related children under 18 years of age.

For each variable, all 183 zip codes in the City were ranked from highest to lowest need (score of 1 = highest need; 183 = lowest need). Each zip code was then given a total score by adding up its rankings for each of the 5 variables. A final ranking was done based on each zip code's *total* score.

To identify the target zip codes for Option II, DYCD selected the highest ranked 25 zip codes, regardless of region. For Option I, DYCD expanded the list by adding zip codes in the order of their ranking until each region had at least 5 targeted zip codes. Because children in Staten Island cannot easily be served by programs in South Brooklyn (due to transportation issues), DYCD selected the three highest need zip codes in Staten Island.

# Target Zip Codes for Service Options One and Two



**DEPARTMENT OF EDUCATION SITES:  
PRE-CERTIFIED SCHOOL SITES AND PRIORITY MIDDLE SCHOOL SITES  
RFP TITLE: OUT OF SCHOOL TIME PROGRAMS FOR YOUTH  
PIN #: 26005OSTRFP**

## **1. Pre-certified School Sites**

See attached list.

## **2. OST Priority Middle School Sites**

For programs at OST Priority Middle School sites, DYCD requires that OST providers offer a minimum of 8 hours per week of programming during the school year. In order to maximize available resources that strengthen young people’s academic skills, organizations that propose to provide a school-year OST program located at one of the fifteen OST Priority Middle Schools listed here are required to link with one or more state-approved Supplemental Educational Services providers to provide an OST program that incorporates these academic services. (See attached list labeled “priority schools.”) Through these and other linkages, DYCD anticipates that 7 additional hours per week of programming would be offered to each participant, for a total of 15 hours.

Supplemental Education Services (SES) are provided by a variety of educational organizations approved by the New York State Education Department, including community-based organizations, religious groups, and for-profit education companies. SES providers serve SES-eligible students, at no cost to the OST provider or the child’s family.

The OST proposer shall coordinate program activities and schedules with the SES provider(s) and include a linkage agreement form (Attachment 3) specifying this collaboration. (A listing of state-approved SES providers is accessible at [www.nycenet.edu/NR/ronlyres/1C35D885-59DA-4923-8723-BA11930D230C/1538/SES4ProvDir0405FINAL.pdf](http://www.nycenet.edu/NR/ronlyres/1C35D885-59DA-4923-8723-BA11930D230C/1538/SES4ProvDir0405FINAL.pdf) or may be obtained, in hard copy, from DYCD’s Office of Contract Procurement at the address listed on page 5, above.) Students enrolled in the OST program will be guaranteed an on-site slot with the partner SES provider; however, only parents of SES-eligible students may choose to use the services of any state-approved SES provider.

In addition to partnering with SES providers, the City’s three public library systems—the Brooklyn Public Library, the New York Public Library and the Queens Borough Public Library—will collaborate with OST providers to offer free services and program resources in the

following three OST priority middle schools: JHS 117, JHS 166, and JHS 126. For more information on collaborating with these public libraries, call the appropriate contact(s) listed below:

**Brooklyn Public Library (Associated School: JHS 117)**

Judy Zuckerman  
Assistant Director, Neighborhood Services Children's and Family Services  
Brooklyn Public Library  
25 4<sup>th</sup> Avenue  
Brooklyn, NY 11217  
Phone: (718) 622-4863  
[j.zuckerman@brooklynpubliclibrary.org](mailto:j.zuckerman@brooklynpubliclibrary.org)

**New York Public Library (Associated School: JHS 166)**

Kay Cassell  
Associate Director, Collections and Services  
455 Fifth Avenue  
New York, NY 10016  
Phone: (212) 340-0910  
[kcassell@nypl.org](mailto:kcassell@nypl.org)

**Queens Borough Public Library (Associated School: JHS 126)**

Maureen O'Connor  
Director of Programs and Services  
Queens Borough Public Library  
89-11 Merrick Blvd.  
Jamaica, NY 11432  
Phone: (718) 990-8594  
[Maureen.t.o'connor@queenslibrary.org](mailto:Maureen.t.o'connor@queenslibrary.org)

**OST Priority Middle Schools - SES Title I Eligible 2003-2004**

Region	Number	Name	Address	Boro	Zip	Principal	Phone	Library Partners	Contact	Phone
1	09X022	JHS 22 Jordan L Mott	270 East 167 Street	BX	10456	Mr. Marc Etienne	718-681-6850			
1	09X166	JHS 166 Roberto Clemente (MS)	250 East 164 Street	BX		Nelida Gonzalez-Marquez	718-681-6334	New York Public Library	Kay Cassell	212-340-0988
2	11X144	MS 144 Michelangelo School	2545 Gunther Avenue	BX	10469	Ms. Katina Lotakis	718-379-7400			
3	29Q238	IS 238 Susan B Anthony School	88-15 182 Street	Q	11423		718-297-9821			
4	24Q061	IS 61 Leonardo Da Vinci (MS)	98-50 50 Avenue	Q	11368	Mr. Daniel J. Purus	718-760-3233			
4	30Q126	IS 126 The Astoris (MS)	31-51 21 Street	Q	11106	Dr. Candice Scott	718-274-8316	Queens Public Library	Maureen O'Conner	718-990-8594
5	19K171	IS 171 Abraham Lincoln	528 Ridgewood Avenue	BK	11208	Mrs. Joan Beckman	718-647-0111			
5	19K292	IS 292 Margaret S Douglas	300 Wyona Street	BK	11207	Mr. Everett Hughes	718-498-6560			
6	17K012	PS 12	430 Howard Ave	BK	11233	Mr. Tim Solomon	718-953-4569			
7	31R049	IS 49 Bertha A Dreyfus	101 Warren Street	SI	10304	Mr. Marc Scher	718-727-6040			
7	20K223	JHS 223 The Montauk	4200 16 Avenue	BK	11204	Mrs. Gertrude Adduci	718-438-0155			
8	14K049	JHS 49 Willam J Gaynor (MS)	223 Graham Avenue	BK	11206	Mr. Alberto Garcia	718-387-7697			
8	13K117	JHS 117 Francis Scott Key	300 Willoughby Avenue	BK	11205	Mr. Alander Hasty	718-230-5400	Brooklyn Public Library	Judy Zuckerman	718-230-2419
9	07X151	JHS 151 Lou Gehrig	250 East 156 Street	BX	10451	Mr. John Piazza	718-292-0260			
10	03M044	MS 44 William J O'Shea	100 West 77 Street	M	10024	Ms. Vivinne Ellis-Stelzner	917-441-1163			

School Name	School Region	School 6-digit Identifier	Contact Person (first name)	Contact Person (last name)	Contact Phone	Contact Email	School Level to be Served (elementary, middle, high)	Estimated # Children to be Served
CIS 166	1	09X166	Nelida	Gonzalez-Marquez	718-681-6334	<a href="mailto:ngonzal2@nycboe.net">ngonzal2@nycboe.net</a>	Middle	200
IS 229	1	85X229	Ezra	Matthias	718-583-6266	<a href="mailto:ematthi@nycboe.net">ematthi@nycboe.net</a>	Middle	580
MS 308	1	10X308	Meredith	Struhl-Nasjletti	718-515-0410	<a href="mailto:mstruhl2@nycboe.net">mstruhl2@nycboe.net</a>	Middle	300
PS 114	1	85X114	Olivia	Francis-Webber	718-681-7507	<a href="mailto:Ofraanci2@nycboe.net">Ofraanci2@nycboe.net</a>	Elementary	600
PS 126	1	09X126	Maria	Balija	718-681-8740	<a href="mailto:mbalija@nycboe.net">mbalija@nycboe.net</a>	Elementary	250
PS 145	1	09X145	Robert	Hannibal	718-681-7219	<a href="mailto:Rhannib@nycboe.net">Rhannib@nycboe.net</a>	Elementary/Middle	550
PS 246	1	10X246	Howard	Arnold	718-584-6764	<a href="mailto:Harnold@nycboe.net">Harnold@nycboe.net</a>	Elementary	875
PS 281	1	09X028	Carmen	Alvarez	718-583-6444	<a href="mailto:cemeneg@nycboe.net">cemeneg@nycboe.net</a>	Elementary	40
PS 35	1	09X035	Graciela	Navarro	718-681-7214	<a href="mailto:gnavarr@nycboe.net">gnavarr@nycboe.net</a>	Elementary	720
PS 42	1	09X042	Wendy	Edge	718-716-0076	<a href="mailto:EQypt85@cs.com">EQypt85@cs.com</a>	Elementary	350
PS 55	1	09X055	Joseph	Tuitt	718-681-6227	<a href="mailto:jtuit@nycboe.net">jtuit@nycboe.net</a>	Elementary	500
PS 59	1	10X059	Christine	McHugh	718-584-4730	<a href="mailto:CMcHugh@nycboe.net">CMcHugh@nycboe.net</a>	Elementary	
PS 63	1	85X063	Rose	Gelrod	718-589-3058	<a href="mailto:Rjg1@aol.com">Rjg1@aol.com</a>	Elementary	539
PS 64	1	85X064	Beverley	Harrigan	718-681-8989 Ext.8088	<a href="mailto:Bharrig@nycboe.net">Bharrig@nycboe.net</a>	Elementary	725
PS 79	1	10X079	Vera	Mitchell	718-584-4810	<a href="mailto:vmitch@nycboe.net">vmitch@nycboe.net</a>	Elementary	200-290
PS 90	1	90X090	Patricia	West	718-681-7023	<a href="mailto:Pwest2@nycboe.net">Pwest2@nycboe.net</a>	Elementary	1400
PS/MS 20	1	10x020	Carol	Carlsen	718-584-5510	<a href="mailto:ccarlsen@nycboe.net">ccarlsen@nycboe.net</a>	Elementary/Middle	500
PS/MS 20	1	10X020	Juan	Flores	718-584-5510	<a href="mailto:jflores@nycboe.net">jflores@nycboe.net</a>	Elementary/Middle	200
PS/MS 218	1	09X218	Frank	Quinones	718-410-7230	<a href="mailto:fquinon@nycboe.net">fquinon@nycboe.net</a>	Elementary/Middle	350
PS/MS 4	1	10X020	Kim	Outerbridge	718-583-6655	<a href="mailto:KouterB@nycboe.net">KouterB@nycboe.net</a>	Elementary/Middle	450
Bronx International High School	2	72X403	Norma	Morales	718-620-1053	<a href="mailto:morales_2@hotmail.com">morales_2@hotmail.com</a>	High School	300
CS 134	2	12X134	Kenneth	Thomas	718-786-7635	<a href="mailto:Kthomas@nycboe.net">Kthomas@nycboe.net</a>	Elementary	100
CS 61	2	12x061	Wisnston	Simmonds	718 542-7230	<a href="mailto:wsimmons@nycboe.net">wsimmons@nycboe.net</a>	Elementary	430
IS 158	2	12X158	Tracey	Collins	718-542-1155	<a href="mailto:tcollin6@nycboe.net">tcollin6@nycboe.net</a>	Middle	
IS 217	2	12X217	Lou	Corominas	718-589-4844 Ext.132	<a href="mailto:loromi@nycboe.net">loromi@nycboe.net</a>	Middle	600
IS 98	2	12x098	Alan	Geller	718-589-8200	<a href="mailto:Ageller@nycboe.net">Ageller@nycboe.net</a>	Middle	650
MS 113	2	11X113	Francis	Cassidy	718-653-2130	<a href="mailto:Fcassid@nycboe.net">Fcassid@nycboe.net</a>	Middle	2000
MS 127	2	11X127	Dierdre	Flynn	718-892-8600	<a href="mailto:Dflynn@nycboe.net">Dflynn@nycboe.net</a>	Middle	1000
MS 135	2	11X135	Marcel	Kshensky	718-653-1237	<a href="mailto:scampan@nycboe.net">scampan@nycboe.net</a>	Middle	500

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MS 142	2	11X142	Floyd	Green	718-231-0100 Ext.138	<a href="mailto:Fgreen@nycboe.net">Fgreen@nycboe.net</a>	Middle	400
PS 111	2	11X111	Julia	Rivers Jones	718-881-2418	<a href="mailto:Jrivers2@nycboe.net">Jrivers2@nycboe.net</a>	Elementary	860
PS 130	2	08x130	Daniel	Garcia	718-822-5077	<a href="mailto:dgarcia@nycboe.net">dgarcia@nycboe.net</a>	Elementary	250
PS 138	2	08X138	Paulette	Owens	718-822-5325	<a href="mailto:Powens3@nycboe.net">Powens3@nycboe.net</a>	Elementary	300
PS 14	2	08X014	A. Robert	Guzzio	718-822-5341	<a href="mailto:aguzzio@nycboe.net">aguzzio@nycboe.net</a>	Elementary	200
PS 71	2	08X071	Antionette	Casali	718-822-5351	<a href="mailto:Acasali@nycboe.net">Acasali@nycboe.net</a>	Elementary	400
PS 89	2	11X089	Jacky	Whitelock	718-653-0835	<a href="mailto:Jwhitel@nycboe.net">Jwhitel@nycboe.net</a>	Middle	250
PS 93	2	08X093	Donald	Mattson	718-842-2630	<a href="mailto:Dmattso@nycboe.net">Dmattso@nycboe.net</a>	Elementary	50
Flushing High School	3	25Q460	Michelle	Matise	718-762-8360	<a href="mailto:Mmatise@nycboe.net">Mmatise@nycboe.net</a>	High School	150
IS 192	3	29Q192	Michael	Burnett	718-479-5540	<a href="mailto:mburnet@nycboe.net">mburnet@nycboe.net</a>	Middle	1080
IS 25	3	25Q025	Joseph	Catone	718-961-3480	<a href="mailto:Jcatone@nycboe.net">Jcatone@nycboe.net</a>	Middle	1,200
MS 172	3	26Q172	Tom	Scarpinato	718-831-4000	<a href="mailto:Tscarpi@nycboe.net">Tscarpi@nycboe.net</a>	Middle	250
MS 190	3	28Q190	Carol	Davidson	718-830-4970	<a href="mailto:cdavids2@nycboe.net">cdavids2@nycboe.net</a>	Middle	150
MS 192	3	29Q192	Christopher	Irving	718 479 5540	<a href="mailto:cirving@nycboe.net">cirving@nycboe.net</a>	Middle	150
MS 216	3	26Q216	Janice	Imundi	718-358-2005	<a href="mailto:Jimundi@nycboe.net">Jimundi@nycboe.net</a>	Middle	250
MS 217	3	28Q217	Jeannette	Reed	718-657-1120	<a href="mailto:Jreed2@nycboe.net">Jreed2@nycboe.net</a>	Middle	1350
MS 67	3	26Q067	Zoi	Mc.Grath	718-423-8138	<a href="mailto:zm McGrath@nycboe.net">zm McGrath@nycboe.net</a>	Middle	200
MS 74	3	26Q074	Andrea	Dapolito	718-631-6800	<a href="mailto:adapolito@nycboe.net">adapolito@nycboe.net</a>	Middle	1138
PS 115	3	26Q115	James J.	Ambrose	718-831-4010	<a href="mailto:Jambros@nycboe.net">Jambros@nycboe.net</a>	Elementary	250
PS 120	3	25Q120	Elba	Rodriguez	718-359-3390	<a href="mailto:Erodrieg3@nycboe.net">Erodrieg3@nycboe.net</a>	Elementary	350
PS 135	3	29Q135	George T.	Hadloglou	718-464-2119	<a href="mailto:Ghadjog@nycboe.net">Ghadjog@nycboe.net</a>	Elementary	300
PS 139	3	28Q139	Fern	Chosed	718-459-1044	<a href="mailto:fchosed@nycboe.net">fchosed@nycboe.net</a>	Elementary	250
PS 163	3	25Q163	Francine	FerranteKrupski	718-353-2514	<a href="mailto:fkrupsk@nycboe.net">fkrupsk@nycboe.net</a>	Elementary	300-400
PS 165	3	25Q165	Susan	Friedman	718-263-4004	<a href="mailto:sfriedman22@nycboe.net">sfriedman22@nycboe.net</a>	Elementary	200
PS 176	3	29Q176	Arlene	Barlett	718-525-4057	<a href="mailto:Abartle@nycboe.net">Abartle@nycboe.net</a>	Elementary	605
PS 18	3	26Q018	Kathy	Lee	718-464-4167	<a href="mailto:klee22@nycboe.net">klee22@nycboe.net</a>	Elementary	150
PS 193	3	25Q193	Joyce E.	Bush	718-767-8810	<a href="mailto:jbush@nycboe.net">jbush@nycboe.net</a>	Elementary	
PS 195	3	29Q195	Beryl	Bailey	718-723-0313	<a href="mailto:Bailey@nycboe.net">Bailey@nycboe.net</a>	Elementary	693
PS 20	3	25Q020	Frank	Welfer	718-359-0321	<a href="mailto:fwelfer@nycboe.net">fwelfer@nycboe.net</a>	Elementary	150
PS 205	3	26Q205	Susan	Sherer	718-464-5773	<a href="mailto:Ssherer@nycboe.net">Ssherer@nycboe.net</a>	Elementary	335
PS 214	3	25Q214	Howard	Merims	718-461-4055	<a href="mailto:hmerims@nycboe.net">hmerims@nycboe.net</a>	Elementary	200
PS 24	3	25Q024	Lori	Golan	718-359-2288	<a href="mailto:Lgolan@nycboe.net">Lgolan@nycboe.net</a>	Elementary	200

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PS 29	3	25Q029	Peggy	Miller	718-886-5111	<a href="mailto:pmiller2@nycboe.net">pmiller2@nycboe.net</a>	Elementary	50-75
PS 32	3	25Q032	Betsey	Malesardi	718-463-3747	<a href="mailto:Bmalesa@nycboe.net">Bmalesa@nycboe.net</a>	Elementary	100
PS 35	3	29Q035	Diane	Laub	718-217-4314	<a href="mailto:Dlaub@nycboe.net">Dlaub@nycboe.net</a>	Elementary	100
PS 36	3	29Q036	Cynthia	Hunter	718-528-1862	<a href="mailto:chunter@nycboe.net">chunter@nycboe.net</a>	Elementary	450
PS 396	3	75K396	Arlene	Feinberg	718-385-6200	<a href="mailto:Afeinbe@nycboe.net">Afeinbe@nycboe.net</a>	Elementary/Middle	200
PS 40	3	28Q040	Jeanne	Roberts-Turner	718-526-1904	<a href="mailto:jrobert3@nycboe.net">jrobert3@nycboe.net</a>	Elementary	240
PS 50	3	28Q050	Karen	Baird	718-526-5336	<a href="mailto:kbaird@nycboe.net">kbaird@nycboe.net</a>	Elementary	510
PS 86	3	28Q086	Eugenia	Ellsworth	718-291-6264	<a href="mailto:eellsw@nycboe.net">eellsw@nycboe.net</a>	Elementary	1025
PS/IS 266	3	26Q266	Kenneth	Morris	718-479-3920	<a href="mailto:kmorris@nycboe.net">kmorris@nycboe.net</a>	Elementary/Middle	200
51st Avenue Academy	4	240877	Digna	Erstejn	718-429-5287	<a href="mailto:derstej@nycboe.net">derstej@nycboe.net</a>	Elementary	576
EBT High School	4	79K545	Laura	Schere	718-452-3440	<a href="mailto:LSchere3@nycboe.net">LSchere3@nycboe.net</a>	High School	575
IS 125	4	24Q125	Judy Lynn	Mittler	718-937-0320	<a href="mailto:jmittle@nycboe.net">jmittle@nycboe.net</a>	Middle	1800
IS 204	4	30Q204	Thomas	Semanski	718-937-1463	<a href="mailto:tsemans@nycboe.net">tsemans@nycboe.net</a>	Middle	1044
IS 347	4	32K347	Arthur	Pennisi	718-821-4589	<a href="mailto:apennisi@nycboe.net">apennisi@nycboe.net</a>	Middle	100
IS 73	4	24Q073	Mary-Ellen	Kociszewski	718-639-3817	<a href="mailto:Mkocisz@nycboe.net">Mkocisz@nycboe.net</a>	Middle	200
IS 93	4	24Q093	George	Foley	718-821-4882	<a href="mailto:gfoley@nycboe.net">gfoley@nycboe.net</a>	Middle	283
PS 11	4	30Q011	Betsy	Kotzsogiannidis	917-607-6566	<a href="mailto:KouKlitsa33@hotmail.com">KouKlitsa33@hotmail.com</a>	Elementary	100
PS 111	4	30Q111	Judith	Rios	718-786-2073	<a href="mailto:Jrios@nycboe.net">Jrios@nycboe.net</a>	Elementary	500
PS 123	4	32K123	Barbara	Carroll	718-821-4810	<a href="mailto:bcarrol2@nycboe.net">bcarrol2@nycboe.net</a>	Elementary	1200
PS 150	4	30Q150	Gloria M.	Guzman	718-784-7819	<a href="mailto:Gguzman@nycboe.net">Gguzman@nycboe.net</a>	Elementary	275
PS 166	4	30Q166	Janet	Farrell	718-786-6703	<a href="mailto:jFarrell1@nycboe.net">jFarrell1@nycboe.net</a>	elementary	1 - 1200
PS 199	4	24Q199	Maddeline	Delgado	718-786-6958	<a href="mailto:Madddyd@aol.com">Madddyd@aol.com</a>	Elementary	250
PS 2	4	30Q002	Bonnie	Di Folco	718-728-1459	<a href="mailto:BDiFolc@nycboe.net">BDiFolc@nycboe.net</a>	Elementary	100-200
PS 78	4	30Q078	Terry	Delis	718-392-5402	<a href="mailto:edelis@mindspring.com">edelis@mindspring.com</a>	Elementary	150
PS 89	4	24Q087	Michael	Buckley	718-326-8256	<a href="mailto:Mbuckle@nycboe.net">Mbuckle@nycboe.net</a>	Elementary	
PS/MS 122	4	30Q122	Mary	Kojes	718-721-6410	<a href="mailto:mkojes@nycboe.net">mkojes@nycboe.net</a>	Elementary and Middle School	350
The Elmhurst School	4	24Q089	Casper	Cacioppo	718-898-2230	<a href="mailto:ccaciop@nycboe.net">ccaciop@nycboe.net</a>	Elementary	300
W.C. Bryant High School	4	77Q445	Anne	Renda	718-721-5404	<a href="mailto:arend@nycboe.net">arend@nycboe.net</a>	High School	500

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Dr. Rose B. English	5	23k327	Steve	Appea	718-495-7801	<a href="mailto:sappea@nycboe.net">sappea@nycboe.net</a>	Elementary	835
Frederick Douglass Academy VII High School	5	23K514	Tamika	Matheson	347-581-5471	<a href="mailto:Tmathes@nycboe.net">Tmathes@nycboe.net</a>	High School	50-75
IS 302	5	19K302	Martin	Weinstein	718-647-9500	<a href="mailto:mweinst1@nycboe.net">mweinst1@nycboe.net</a>	Middle	1200
John Adams High School	5	77Q480	Grace	Zwillenberg	1-718-322-0545	<a href="mailto:gzwille@nycboe.net">gzwille@nycboe.net</a>	High School	3500
MS 202	5	27Q202	William	Moore	718-848-0001	<a href="mailto:wmoore@nycboe.net">wmoore@nycboe.net</a>	Middle	400
PS 105	5	27Q105	Laurie	Shapiro	718-474-8615	<a href="mailto:Lshapiro@nycboe.net">Lshapiro@nycboe.net</a>	Elementary	175
PS 124	5	27Q124	Elain L.	Thompson	718-529-2580	<a href="mailto:ethomps@nycboe.net">ethomps@nycboe.net</a>	Elementary	963
PS 158	5	19K158	Nancy	Jones	718-277-6116	<a href="mailto:njones@nycboe.net">njones@nycboe.net</a>	Elementary	564
PS 190	5	19K190	Wanda	Switalski	718-346-8780	<a href="mailto:WRivera2@nycboe.net">WRivera2@nycboe.net</a>	Elementary	375
PS 197	5	27Q197	Michael	Koss	718-327-1083	<a href="mailto:mkoss@nycboe.net">mkoss@nycboe.net</a>	Elementary	675
PS 306	5	19K306	Lawrence	Burroughs	718-649-3155	<a href="mailto:Lburrou2@nycboe.net">Lburrou2@nycboe.net</a>	Elementary	250
PS 56	5	27Q056	Ann	Leiter	718-441-4448	<a href="mailto:aleiter@nycboe.net">aleiter@nycboe.net</a>	Elementary	100
PS 7	5	19K007	Nydia	Acevedo	718-647-3600	<a href="mailto:NAceved3@nycboe.net">NAceved3@nycboe.net</a>	Elementary	300
PS 96	5	27Q096	Joyce	Barrett-Walker	718-529-2547	<a href="mailto:Jwalker2@nycboe.net">Jwalker2@nycboe.net</a>	Elementary	250
The Howard Beach School	5	27Q146	Jacqueline	Sugrue	718-843-4880	<a href="mailto:jsugrue@nycboe.net">jsugrue@nycboe.net</a>	Elementary	500
Canarsie High School	6	73K500	Jon	Messinger	718-290-8607	<a href="mailto:Jmessin@nycboe.net">Jmessin@nycboe.net</a>	High School	
IS 232	6	18K232	Monica	McKan-Brown	718-773-2662	<a href="mailto:MMCKain@nycboe.net">MMCKain@nycboe.net</a>	Middle	987
IS 285	6	18K285	Melvyn	Chavkin	718-451-2200	<a href="mailto:melvynchavkin@nycboe.net">melvynchavkin@nycboe.net</a>	Middle	1190
IS 78	6	22K078	Jennifer	Canton	718-763-4701	<a href="mailto:jcanton@nycboe.net">jcanton@nycboe.net</a>	Middle	300
MS 2	6	17K002	Jawara	Hudson	718-826-2247	<a href="mailto:Buta@verizon.net">Buta@verizon.net</a>	Middle	175
PS 135	6	18K135	Penny	Grinage	718-693-4363	<a href="mailto:pgrin@nycboe.net">pgrin@nycboe.net</a>	Elementary	650
PS 138	6	17K138	Marie	Chauvet-Monchik	718-467-0800	<a href="mailto:Mchauve@nycboe.net">Mchauve@nycboe.net</a>	Elementary/Middle	200
PS 139	6	22K139	Mary	McDonald	718-282-5254 718-434-6960	<a href="mailto:mmcdonald@nycboe.ent">mmcdonald@nycboe.ent</a>	Elementary	21
PS 181	6	17K181	Dellores	Theobald	718-462-5298	<a href="mailto:dtheoba@nycboe.net">dtheoba@nycboe.net</a>	Elementary	350
PS 197	6	22K197	Sally	Savedoff	718-377-7890	<a href="mailto:ssavedo@nycboe.net">ssavedo@nycboe.net</a>	Elementary	200

School Name	School Region	School 6-digit Identifier	Contact Person (first name)	Contact Person (last name)	Contact Phone	Contact Email	School Level to be Served (elementary, middle, high)	Estimated # Children to be Served
PS 206	6	22K206	Gemma	Carletto	718-743-5598	<a href="mailto:gcarlet@nycboe.net">gcarlet@nycboe.net</a>	Elementary	200-300
PS 207	6	22K207	Pamela	Orleman-Fine	718-645-8667	<a href="mailto:pfine@nycboe.net">pfine@nycboe.net</a>	Elementary	200
PS 217	6	22K217	Franca	Conti	718-434-6960	<a href="mailto:fconti@nycboe.net">fconti@nycboe.net</a>	Elementary	500
PS 249	6	17K249	Elisa	Brown	718-828-8828	<a href="mailto:EBrown4@nycboe.net">EBrown4@nycboe.net</a>	Elementary	950
PS 269	6	22K269	Phyllis P.	Corbin	718-941-2800	<a href="mailto:Pcorbin@nycboe.net">Pcorbin@nycboe.net</a>	Elementary	175
PS 272	6	18K272	Karla	Gittens	718-241-1305	<a href="mailto:kgitten@nycboe.net">kgitten@nycboe.net</a>	Elementary	20
PS 277	6	22K277	Ronda	Narducci	718-743-6689	<a href="mailto:melleifer@aol.com">melleifer@aol.com</a>	Elementary	25
PS 361	6	22K361	Garry	Jean-Pierre	718-282-3602	<a href="mailto:ClaudelKr718@aol.com">ClaudelKr718@aol.com</a>	Elementary	700
PS 6	6	17K006	Derek	Brown	718-856-6560	<a href="mailto:DBrown12@nycboe.net">DBrown12@nycboe.net</a>	Elementary	950
PS 76	6	30Q076	Laurence	Himmelstein	718-361-7464	<a href="mailto:lhimmel@nycboe.net">lhimmel@nycboe.net</a>	Elementary	300
Edward R. Murrow High School	7	73K525	Saul	Bruckner	718-258-9283	<a href="mailto:Sbruckner@nycboe.net">Sbruckner@nycboe.net</a>	High School	3900
IS 227	7	20K227	Roberto	Benitez	718-256-8218	<a href="mailto:rbenitez@nycnet.edu">rbenitez@nycnet.edu</a>	Middle	1500
IS 239	7	21K239	Carol	Moore	718-266-0814	<a href="mailto:cmoore@nycboe.net">cmoore@nycboe.net</a>	Middle	1276
IS 27	7	31R027	Joseph	Martucci	718-981-8800	<a href="mailto:jmartuc@nycboe.net">jmartuc@nycboe.net</a>	Middle	200
IS 51	7	31R051	Emma	Della Rocca	718-981-0502	<a href="mailto:EDellaR@nycboe.net">EDellaR@nycboe.net</a>	Elementary	200
IS 61	7	31R061	Richard	Gallo	718-727-8481	<a href="mailto:Rgallo@nycboe.net">Rgallo@nycboe.net</a>	Elementary	200
IS 96	7	21K096	Barry	Fein	718-236-1344	<a href="mailto:bfein@nycboe.net">bfein@nycboe.net</a>	Middle	400
IS 98	7	21K098	Ellen	Green	718-891-9005	<a href="mailto:Egreen3@nycboe.net">Egreen3@nycboe.net</a>	Middle	1200
JHS 220	7	20K220	Denise	Levinsky	718-633-8200	<a href="mailto:dlevins@nycboe.net">dlevins@nycboe.net</a>	Middle	250
Lafayette High School	7	76K400	Alan J.	Siegel	718-372-3480	<a href="mailto:Asiegel@nycboe.net">Asiegel@nycboe.net</a>	High School	500
New Dorp High School	7	76R440	Deirdre	DeAngelis	718-667-8686 ext.1160	<a href="mailto:ddeange@nycboe.net">ddeange@nycboe.net</a>	High School	500
PS 102	7	20K102	Theresa	Dovi	718-748-7404	<a href="mailto:tdovi@nycboe.net">tdovi@nycboe.net</a>	Elementary	250
PS 105	7	20K105	Johanna	Castronovo	718-438-3230	<a href="mailto:JCastro2@nycboe.net">JCastro2@nycboe.net</a>	Elementary	500
PS 14	7	31R014	Leonel	Rohan	718-727-0985	<a href="mailto:Lrohan@nycboe.net">Lrohan@nycboe.net</a>	Elementary	250
PS 153	7	21K153	Carl	Santa Maria	718-375-4484	<a href="mailto:csanta@nycboe.net">csanta@nycboe.net</a>	Elementary	230
PS 16	7	31R016	Leonard	Mandelbaum	718-447-0124	<a href="mailto:Lmandel@nycboe.net">Lmandel@nycboe.net</a>	Elementary	200
PS 160	7	20K160	Isaac	Fink	718-438-0337 Ext.111	<a href="mailto:Ifink@nycboe.net">Ifink@nycboe.net</a>	Elementary	250
PS 170	7	20K170	Christina	Tettonis	718-748-0333	<a href="mailto:Ctetton@nycboe.net">Ctetton@nycboe.net</a>	Elementary	300
PS 179	7	20K179	Scott	Heiner	718-438-4010	<a href="mailto:drizzolo@ymcanyc.org">drizzolo@ymcanyc.org</a>	Elementary	60

School Name	School Region	School 6-digit Identifier	Contact Person (first name)	Contact Person (last name)	Contact Phone	Contact Email	School Level to be Served (elementary, middle, high)	Estimated # Children to be Served
PS 18	7	31R018	Donna	Luisi	718-442-0216	<a href="mailto:dluisi@nycboe.net">dluisi@nycboe.net</a>	Elementary	100
PS 180	7	20K180	Leslie	Pagliari	718-851-8070	<a href="mailto:lpaglia@nycboe.net">lpaglia@nycboe.net</a>	Elementary	480
PS 186	7	20K186	Joanne	Asciutto	718-236-6306	<a href="mailto:Jasciut@nycboe.net">Jasciut@nycboe.net</a>	Elementary	400
PS 19	7	31R019	Mary	Petrone	718-442-3860	<a href="mailto:Mpetron@nycboe.net">Mpetron@nycboe.net</a>	Elementary	150
PS 192	7	20K192	Baysa	Weinstein	718-633-3061	<a href="mailto:bweinst@nycboe.net">bweinst@nycboe.net</a>	Elementary	250
PS 20	7	31R020	Myra	Shapiro	718-442-2110	<a href="mailto:Mshapir@nycboe.net">Mshapir@nycboe.net</a>	Elementary	150
PS 21	7	31R021	Gina	Moreno	718-442-1520	<a href="mailto:Gmoreno@nycboe.net">Gmoreno@nycboe.net</a>	Elementary	100
PS 22	7	31R022	Karina	Constantino	718-442-2219	<a href="mailto:Kconstan@nycboe.net">Kconstan@nycboe.net</a>	Elementary	325
PS 226	7	21K226	Stephan P.	Porter	718-256-1118	<a href="mailto:Sporter@nycboe.net">Sporter@nycboe.net</a>	Elementary/Middle	825
PS 229	7	20K229	James J.	Harrigan	718-236-5447	<a href="mailto:jharrig@nycboe.net">jharrig@nycboe.net</a>	Elementary	500
PS 238	7	21K238	Margaret	Schultz	718-339-4355	<a href="mailto:mshult@nycboe.net">mshult@nycboe.net</a>	Elementary/Middle	70
PS 29	7	31R029	Linda	Manfredi	718-442-2891	<a href="mailto:Lmanfre@nycboe.net">Lmanfre@nycboe.net</a>	Elementary	100
PS 31	7	31R031	Patricia	Covington	718-273-3500	<a href="mailto:Pcoving@nycboe.net">Pcoving@nycboe.net</a>	Elementary	125
PS 39	7	31R039	Robert E.	Corso	718-447-4543	<a href="mailto:rcorso@nycboe.net">rcorso@nycboe.net</a>	Elementary	50
PS 44	7	31R044	Rhonda	Whitfield	718-442-0433	<a href="mailto:Rwhitfi@nycboe.net">Rwhitfi@nycboe.net</a>	Elementary	200
PS 48	7	20K048	Gina	Giannattasio	718-236-3187	<a href="mailto:ggiannat@netscape.net">ggiannat@netscape.net</a>	Elementary	250
PS 57	7	31R057	Franklin L.	Campisi	718-447-1191	<a href="mailto:fcampis@nycboe.net">fcampis@nycboe.net</a>	Elementary	150
PS 6	7	31R006	Maryanne	Speranza	718-356-4789	<a href="mailto:msperanza@nycboe.net">msperanza@nycboe.net</a>	Elementary	200
PS 69	7	20K069	Maria	Bromme	718-833-6710	<a href="mailto:mbromme2@nycboe.net">mbromme2@nycboe.net</a>	Elementary	250
PS 90	7	21K090	Gregg	Korrol	718-266-8090	<a href="mailto:Gkorrol@nycboe.net">Gkorrol@nycboe.net</a>	Elementary	200
PS 95	7	21K095	Cecile	Jordan	718-449-5050	<a href="mailto:Cjordan2@nycboe.net">Cjordan2@nycboe.net</a>	Elementary/Middle	990
Tottenville High School	7	76R455	Cliff	Bloom	718-356-2220 Ext5407	<a href="mailto:cbloom3@nycboe.net">cbloom3@nycboe.net</a>	High School	1250
Carroll Garden Community School, MS 378	8	15K378	Charles	Farruggia	718-923-4600	<a href="mailto:Cfarrug@nycboe.net">Cfarrug@nycboe.net</a>	Middle	69
Communtiy Partnership Charter School	8	84K702	Sunne	Clarke	718-330-0480	<a href="mailto:SuClarke@sbcglobal.net">SuClarke@sbcglobal.net</a>	Elementary	300

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El Puente Academy for Peace and Justice	8	76K685	Priscilla	Rivera	718-599-2895	<a href="mailto:privera2@nycboe.net">privera2@nycboe.net</a>	High School	160
Harry Van Arsdale Jr. High School	8	14K640	Kenneth	Cuthbert	718-486-2500	<a href="mailto:Kcuthbe@nycboe.net">Kcuthbe@nycboe.net</a>	High	800
IS 33	8	14K033	Joan	King	718-782-9500	<a href="mailto:Jking2@nycboe.net">Jking2@nycboe.net</a>	Middle	20
IS 442	8	15K442	Mary Lou	Aranyos	718-330-9228	<a href="mailto:Amaranyo@nycboe.net">Amaranyo@nycboe.net</a>	Middle	80
IS 49	8	14K049	Celeste	Crowder	718-387-7697	<a href="mailto:agarcia5@nycboe.net">agarcia5@nycboe.net</a>	Middle	640
IS 71	8	14K071	Regina	Schlossberg	718-302-7900	<a href="mailto:rschlos2@nycboe.net">rschlos2@nycboe.net</a>	Middle	25
JHS 126	8	14K126	Claude	Skoblicki	718-782-2527	<a href="mailto:cskobli@nycboe.net">cskobli@nycboe.net</a>	Middle	750
MS 113	8	13K113	Khalek	Kirkland	718-834-6734	<a href="mailto:kkirkla@nycboe.net">kkirkla@nycboe.net</a>	Middle	350
MS 136	8	15K136	Ronnie	Block	718-965-3333	<a href="mailto:Rblock@nycboe.net">Rblock@nycboe.net</a>	Middle	250
MS 443	8	15K443	Anna	Commitante	718-330-2230	<a href="mailto:acommit@nycboe.net">acommit@nycboe.net</a>	Middle	175
MS 447	8	15K447	Lisa	Gioe-Cordi	718-330-9328	<a href="mailto:lgioeco@nycboe.net">lgioeco@nycboe.net</a>	Middle	250
MS 448	8	15K448	Alyce	Barr	718 923 4711	<a href="mailto:abarr@nycboe.net">abarr@nycboe.net</a>	Middle	300
MS 88	8	15K088	Edna	Straus	718-788-4482	<a href="mailto:estraus@nycboe.net">estraus@nycboe.net</a>	Middle	900
P.S. 1	8	15K001	Sharoya	Llopiz	718-788-3500	<a href="mailto:Sllopiz@cflsp.org">Sllopiz@cflsp.org</a>	Elementary	400
P.S. 107	8	15K107	Cynthia	Holton	718-330-9340	<a href="mailto:cholton@nycboe.net">cholton@nycboe.net</a>	Elementary	150
P.S. 124	8	15K124	Donna	Maxil	718-330-9320	<a href="mailto:Dmaxil@nycboe.net">Dmaxil@nycboe.net</a>	Elementary	200
P.S. 133, William A. Butler	8	13K133	Pamela	Dixon	718-834-6908	<a href="mailto:pdixon@nycboe.net">pdixon@nycboe.net</a>	Elementary	341
PS 15	8	15K015	Kathleen	Leonard	718-330-9280	<a href="mailto:kleonard@nycboe.net">kleonard@nycboe.net</a>	Elementary	450
PS 154	8	15K154	Cheryl	Grau	347-563-5372	<a href="mailto:Cgrau@nycboe.net">Cgrau@nycboe.net</a>	Elementary	120
PS 169	8	15K169	Josephine	Santiago	718-853-3224	<a href="mailto:jsantia2@nycboe.net">jsantia2@nycboe.net</a>	Elementary	60
PS 172	8	15K172	Jack	Spatola	718-965-4200	<a href="mailto:jspatol@nycboe.net">jspatol@nycboe.net</a>	Elementary	200
PS 24	8	15K024	Christina	Fuentes	718-832-9366	<a href="mailto:cfuente@nycboe.net">cfuente@nycboe.net</a>	Elementary	400
PS 250	8	14K250	Nora	Barnes	718-384-0889	<a href="mailto:nbarnes2@nycboe.net">nbarnes2@nycboe.net</a>	Elementary	250
PS 261	8	15K261	Judi	Aronson	728-3309275	<a href="mailto:jaronso@nycboe.net">jaronso@nycboe.net</a>	Elementary	750
PS 295	8	15K295	Nora	Polansky	718-330-2230	<a href="mailto:npolans@nycboe.net">npolans@nycboe.net</a>	Elementary	150
PS 297	8	14K297	Maureen	Garrity	718-388-4581	<a href="mailto:mgarrity@nycboe.net">mgarrity@nycboe.net</a>	Elementary	200
PS 32	8	15K032	Steve	Kennedy	718-330-9295	<a href="mailto:alettie@nycboe.net">alettie@nycboe.net</a>	Elementary/Middle	200

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PS 38	8	15K038	Erin	Berte	718-330-9305	<a href="mailto:Bevstern@aol.com">Bevstern@aol.com</a>	Elementary	250
PS 46	8	13K046	Carmen	Gonzalez	718-834-7694 ext 7695	<a href="mailto:cgonzal@nycboe.net">cgonzal@nycboe.net</a>	Elementary/Middle	600
PS 58	8	15K058	Lily Ann	Jancowski	718-330-9322	<a href="mailto:matmalya1320@aol.com">matmalya1320@aol.com</a>	Elementary	457
PS 81	8	16K081	Brenda	Cumberbatch	718-493-7736	<a href="mailto:Bcumber@nycboe.net">Bcumber@nycboe.net</a>	Elementary	300
PS 84	8	14K084	Patricia	Jelen	718-384-8064	<a href="mailto:pjelen@nycboe.net">pjelen@nycboe.net</a>	Elementary	50
PS/IS 25	8	85K025	Carol	Walcott	718-574-2336	<a href="mailto:cwalcott@nycboe.net">cwalcott@nycboe.net</a>	Elementary/Middle	225-275
PS/IS 308	8	16K308	Rose	Oghojafor	718-574-2372	<a href="mailto:Roghoja@nycboe.net">Roghoja@nycboe.net</a>	Elementary/Middle	500
PS/MS 27	8	15K027	Michele	Davis	718-222-9561	<a href="mailto:taskps27@aol.com">taskps27@aol.com</a>	Elementary/Middle	215
Secondary School for Law	8	15K462	Larry	Woodridge	718 788-1514	<a href="mailto:lwoodbr@nycboe.net">lwoodbr@nycboe.net</a>	Middle/High School	500
South Brooklyn Community High School	8	76K698	Vanda	Belusic	718-422-1915	<a href="mailto:ybelusi@nycboe.net">ybelusi@nycboe.net</a>	High School	100
Sunset Park Prep Middle School 821	8	15K821	Lola	Padin	718-965-3331	<a href="mailto:Lpadin@nycboe.net">Lpadin@nycboe.net</a>	Middle	175
The Brooklyn School for Global Studies	8	15K429	Bonnie	Laboy	718-694-9741	<a href="mailto:blaboy@nycboe.net">blaboy@nycboe.net</a>	Middle/High	200-300
The School for International Studies	8	15K497	Fred	Walsh	718-330-9390	<a href="mailto:fwalsh@nycboe.net">fwalsh@nycboe.net</a>	Secondary School Middle/High School	150-200
Williamsburg High School of Architecture and Design	8	14K558	Charles	Pomaro	917-470-7466	<a href="mailto:cpomaro@nycboe.net">cpomaro@nycboe.net</a>	High	100
Williamsburg Prep	8	14K561	Kathleen	Elvin	718-486-2500 Ext181	<a href="mailto:Kelvin@nycboe.net">Kelvin@nycboe.net</a>	High	100

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Central Park East Secondary School,	9	04M555	David	Smith	212-860-8935	<a href="mailto:DBSmith@nycboe.net">DBSmith@nycboe.net</a>	Elementary, Middle & High	Elementary-200/Middle-400/High-300
Chelsea High School	9	71M615	Tim	Timberlake	212-925-1080	<a href="mailto:Ttimber@nycboe.net">Ttimber@nycboe.net</a>	High	400
Health Opportunities High School	9	72X670	Frank	Matzger	718-401-1826 Ext 206	<a href="mailto:Fmetzge@nycboe.net">Fmetzge@nycboe.net</a>	High	250
High School for Leadership & Public Service	9	02M425	Ada	Rosario Dolch	212-346-0007	<a href="mailto:HSLAPS@yahoo.com">HSLAPS@yahoo.com</a>	High	500
Jacob Riis Public School	9	02M126	Kerry	Decker	212-962-2188	<a href="mailto:kdecker@nycboe.net">kdecker@nycboe.net</a>	Elementary/Middle	200
John. V. Lindsay Wildcat Academy Charter School	9	84M707	Marc	Donald	718-328-1409	<a href="mailto:Mdonaldw3@aol.com">Mdonaldw3@aol.com</a>	High	250
M.S. 203	9	07X203	William Jr.	Hewlett	718-292-1052	<a href="mailto:whewlet@nycboe.net">whewlet@nycboe.net</a>	Middle	300
Manhattan Center for Science and Mathematics High School	9	71M435	Corinne	Vinal	212-876-4639	<a href="mailto:cVinal@nycboe.net">cVinal@nycboe.net</a>	High	500
Marte Valle Secondary School	9	01M509	Jayne	Godlewski	212-982-8871	<a href="mailto:Lrandaz@nycboe.net">Lrandaz@nycboe.net</a>	Middle/High	200
MS 222, Mario Salvadori School	9	07X222	Rose-marie	Mills	718-292-4474	<a href="mailto:rmills@nycboe.net">rmills@nycboe.net</a>	Middle	600

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MS 223x	9	07X223	Ramon	Gonzalez	718-292-0880	<a href="mailto:rgonzal@nycboe.net">rgonzal@nycboe.net</a>	Middle	150
Murry Bergtraum	9	71M520	Tom	Zarillo	212-964-9610	<a href="mailto:Tzarill@nycboe.net">Tzarill@nycboe.net</a>	High	600
Neighborhood School	9	01M363	Judith	Foster	212-387-0195	<a href="mailto:jfoster3@nycboe.net">jfoster3@nycboe.net</a>	Elementary	250
New Explorations Sci, Tech, Math	9	01M539 71M539	Celenia	Chevere	212-677-5190	<a href="mailto:cchever@nycboe.net">cchever@nycboe.net</a>	Elementary/High	480
P.S. 15, Roberto Clemente	9	01M015	Pamela	Watts	212-228-8730	<a href="mailto:Pwatts@nycboe.net">Pwatts@nycboe.net</a>	Elementary	300
P.S. 11 William T. Harris School	9	02M011	Francis	Del Monaco	212-929-1743	<a href="mailto:fdelmon@nycboe.net">fdelmon@nycboe.net</a>	Elementary	150-175
P.S. 110	9	01M110	Irene	Quvus	212-674-2690	<a href="mailto:iquvus@nycboe.net">iquvus@nycboe.net</a>	Elementary	250
P.S. 124	9	02M124	Alice	Hom	212-966-7237	<a href="mailto:ahom2@nycboe.net">ahom2@nycboe.net</a>	Elementary	300-400
P.S. 130M	9	02M130	Lily	Woo	212-226-8072	<a href="mailto:Lwoo@nycboe.net">Lwoo@nycboe.net</a>	Elementary	150
P.S. 134	9	01M134	Carole	Goris	212-673-4470	<a href="mailto:Cgoris@nycboe.net">Cgoris@nycboe.net</a>	Elementary	400
P.S. 154, Jonathon D. Hyatt School	9	07X154	Cynthia	Ballard	718-292-4742	<a href="mailto:cballar@nycboe.net">cballar@nycboe.net</a>	Elementary	200
P.S. 18, John Peter Zenger	9	07X018	Donald	Conyers	718-292-2868	<a href="mailto:dconyer@nycboe.net">dconyer@nycboe.net</a>	Elementary	55
P.S. 188 Island School	9	01M188	Barbara	Slatin	212-677-5710	<a href="mailto:bslatin@nycboe.net">bslatin@nycboe.net</a>	Elementary/Middle	320
P.S. 198/77 Ida & Isador Strauss Elementary School	9	02M198 02M077	Ivonne	Torres	212-360-7625	<a href="mailto:qhunt@isaacscenter.org">qhunt@isaacscenter.org</a>	Elementary	200
P.S. 2	9	02M002	GinGee	Moy	212-964-0350	<a href="mailto:Gmoy@nycboe.net">Gmoy@nycboe.net</a>	Elementary	180
P.S. 20M	9	01M020	Leonard	Golubchick	212-254-9577	<a href="mailto:lgolubc@nycboe.net">lgolubc@nycboe.net</a>	Elementary	500

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P.S. 63 William McKinley	9	01M063	Hibren	Salazar	212-674-3180	<a href="mailto:hsalaza@nycboe.net">hsalaza@nycboe.net</a>	Elementary	200-250
P.S. 64 The Robert Simon School	9	01M064	Sandra	Litrico	212-673-6510	<a href="mailto:slitric@nycboe.net">slitric@nycboe.net</a>	Elementary	175
P.S. 65, Mother Hale Academy	9	85X065	Fern	Cruz	914-329-8565	<a href="mailto:fcruz@nycboe.net">fcruz@nycboe.net</a>	Elementary	550
P.S.124 Yung Wing Elementary School	9	02M124	Alice	Hom	212-96-7237	<a href="mailto:ahom2@nycboe.net">ahom2@nycboe.net</a>	Elementary	300-400
Public School 1 the Courtlandt School	9	07X001	Lillian	Garcia	718 292-9191	<a href="mailto:lgarcia2@nycboe.net">lgarcia2@nycboe.net</a>	Elementary	500
The John Bernstein School	9	01M173	Ada	Martinez	212-602-9800	<a href="mailto:amartinez@nycboe.net">amartinez@nycboe.net</a>	Elementary	240
Washington Irving H.S.	9	71M460	Denise	DiCarlo	212-533-6160	<a href="mailto:ddicarl@nycboe.net">ddicarl@nycboe.net</a>	High	500
Adam Clayton Powell Jr. ElemSchool	10	06M153	Monica	George-Fields	212-927-8611	<a href="mailto:mgeorge2@nycboe.net">mgeorge2@nycboe.net</a>	Elementary	1600
Bread and Roses Integrated Arts High School	10	71M685	Larry	Wilson	212-926-4152	<a href="mailto:lwilson@nycboe.net">lwilson@nycboe.net</a>	High	100-150
I.S. 218M Salome Ukena School	10	06M218	Luis A.	Malave	212-567-2322	<a href="mailto:lmalave@nycboe.net">lmalave@nycboe.net</a>	Middle	350

School Name	School Region	School 6-digit Identifier	Contact Person (first name)	Contact Person (last name)	Contact Phone	Contact Email	School Level to be Served (elementary, middle, high)	Estimated # Children to be Served
I.S. 275 Henry Highland Garnet	10	05M275	Barbara	Thomas	212-283-1903	<a href="mailto:Bthomas@nycboe.net">Bthomas@nycboe.net</a>	Middle	350
I.S. 286 Renaissance Military and Leadership Academy	10	05M286	Sandra	Small	212-690-5972	<a href="mailto:ssmall@nycboe.net">ssmall@nycboe.net</a>	Middle	300
P.S. 125, The Ralph Bunche School	10	05M125	Lauvia	Sherman	212-666-6400	<a href="mailto:Lsherma@nycboe.net">Lsherma@nycboe.net</a>	Elementary	679
P.S. 152	10	06M152	Rosa	Blanch	212 927-8420	<a href="mailto:rblanch@nycboe.net">rblanch@nycboe.net</a>	First - fifth grade	400
P.S. 180M Hugo Newman College Preparatory School	10	10M180	Barbara	Cook	212-678-2849	<a href="mailto:Pmcfarl@nycboe.net">Pmcfarl@nycboe.net</a>	Elementary	427
P.S. 189	10	06M189	Linda	Nociti	212 927-8303	<a href="mailto:lnociti@nycboe.net">lnociti@nycboe.net</a>	Elementary prefer 2-5	200
P.S. 200 James M Smith	10	05M200	Ginger	Williams	212-491-6636	<a href="mailto:Gwiliams3@nycboe.net">Gwiliams3@nycboe.net</a>	Elementary	220
P.S. 28 Wright Brothers School	10	06M028	Denise	Tinsley	212-927-8666	<a href="mailto:Dtinsle@nycboe.net">Dtinsle@nycboe.net</a>	Elementary	200
P.S. 84 Lillian Weber School	10	03M084	Mary	Acosta	212-678-2823	<a href="mailto:MAcosta5@nycboe.net">MAcosta5@nycboe.net</a>	Elementary	350
P.S.76 Asa Philip Randolph School for the Humanities	10	03M076	Charles	Deberry	212-678-2865	<a href="mailto:cdeberr@nycboe.net">cdeberr@nycboe.net</a>	Elementary	402
PS 163	10	03M163	Virginia	Pepe	212-678-2854	<a href="mailto:vpepe@nycboe.net">vpepe@nycboe.net</a>	Elementary	200
PS 241	10	03M241	SHERYL	WATKINS	212-678-2898	<a href="mailto:SWATKIN2@NYCBOE.NET">SWATKIN2@NYCBOE.NET</a>	ELEMENTARY AND MIDDLE	450

School Name	School Region	School 6-digit Identifier	Contact Person (first name)	Contact Person (last name)	Contact Phone	Contact Email	School Level to be Served (elementary, middle, high)	Estimated # Children to be Served
PS 5M Ellen Lurie School	10	06M005	Wanda	Soto	212-927-0278	<a href="mailto:Wsoto2@nycboe.net">Wsoto2@nycboe.net</a>	Elementary	300
The Luis Belliard School	10	06M008	Carol	Rubin	212-928-4364	<a href="mailto:Crubin@nycboe.net">Crubin@nycboe.net</a>	Elementary	350
West Side Collaborative Middle School	10	03M250	Tracy	McClaire	347-563-5146	<a href="mailto:TMcClaire@nycboe.net">TMcClaire@nycboe.net</a>	Middle	80

# APPENDIX F

## OST GOALS CHART

**RFP Title: Out-of-School Time Programs for Youth  
PIN #: 26005OSTRFP**

### OST Goals Chart

Goals	Program Requirements	Examples of Program Features/Activities	Examples of Quality Indicators
<p><b>1. Provide a safe environment</b></p>	<ul style="list-style-type: none"> <li>• Comply with applicable health and safety regulations, including the School-age Child Care (SACC) regulations and Americans with Disabilities Act (ADA)</li> <li>• Establish a security plan, including emergency evacuation procedures</li> <li>• Post relevant emergency evacuation instructions</li> <li>• Utilize procedure for screening staff and volunteers for criminal conviction history</li> <li>• Develop procedure for elementary school programs to ensure safe passage of students from classrooms to the program sites</li> </ul>	<ul style="list-style-type: none"> <li>• Staff creates and enforces a buddy system for all students</li> <li>• Program establishes codes of conduct for staff and participants</li> </ul>	<ul style="list-style-type: none"> <li>• Participants and family members are aware of safety guidelines</li> <li>• Parents/legal guardians, children and staff express positive feedback on the safety of the program environment</li> <li>• Incidence of accidents is low</li> <li>• Health and safety inspection reports are satisfactory</li> </ul>

## OST Goals Chart

Goals	Program Requirements	Examples of Program Features/Activities	Examples of Quality Indicators
<p><b>2. Foster high expectations for participants</b></p> <p style="text-align: center;"><b>and</b></p> <p><b>3. Foster the development of consistent and positive relationships with adults and peers and a sense of community</b></p>	<ul style="list-style-type: none"> <li>• Employ staff, including those who do not work directly with children (security, custodial, etc.), who are trained to support positive youth development</li> <li>• Provide regular opportunities for communication among staff, participants, families, and communities</li> <li>• Provide information and referral services for participants</li> </ul>	<ul style="list-style-type: none"> <li>• Program provides opportunities for positive social interaction, such as: small group activities, intergenerational activities, individual and group counseling, volunteering and community involvement, and activities for parents</li> <li>• Staff provide active listening, one-on-one guidance and support for participants</li> <li>• Time is provided for participants to meet individually with program staff</li> <li>• Staff are fluent in the languages spoken by program participants and family members</li> <li>• Program collaborates with surrounding schools, community-based providers, parents, community boards, local police precincts, youth councils, faith-based organizations, local elected officials, and libraries</li> </ul>	<ul style="list-style-type: none"> <li>• Participants express positive feelings and attitudes toward and about adult staff and peers</li> <li>• Participants report a welcoming atmosphere at the program site</li> <li>• Parents report that program staff place high expectations upon participants and help them meet those expectations</li> </ul>

## OST Goals Chart

Goals	Program Requirements	Examples of Program Features/Activities	Examples of Quality Indicators
<p><b>4. Support the needs of working families</b></p>	<ul style="list-style-type: none"> <li>• Comply with the minimum program hours listed in Section II-D of the RFP</li> <li>• Be accessible to children with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Program holds frequent parent/staff nights for parents to give feedback to program directors and staff</li> <li>• Opportunities for parental input and/or involvement are available</li> <li>• Parent/guardian and youth advisory committees are established and active</li> <li>• Parents/guardians are able to observe their children in program activities, upon request</li> <li>• Parent orientation and information sessions are provided</li> </ul>	<ul style="list-style-type: none"> <li>• Parents/guardians report satisfaction with hours of operation, location, activities, communication with program staff, and handling of complaints</li> <li>• Program participation rates among children of working parents/guardians are high</li> <li>• Family members participate in program activities</li> </ul>

## OST Goals Chart

Goals	Program Requirements	Examples of Program Features/Activities	Examples of Quality Indicators
<p><b>5. Support healthy behaviors and physical well-being</b></p>	<ul style="list-style-type: none"> <li>• Comply with applicable health and safety regulations, including the School-age Child Care (SACC) regulations and Americans with Disabilities Act (ADA)</li> <li>• For school-age child care programs, as per the SACC regulation: schedule time for quiet activities and active play; supply age-appropriate materials and play equipment; provide nutritious snacks and/or meals</li> <li>• Program facilities have appropriate equipment and resources for planned physical activities</li> <li>• Provide information and referral services for participants</li> </ul>	<ul style="list-style-type: none"> <li>• Youth participate in outdoor play, team and individual sports</li> <li>• Program offers opportunities for participants to discuss healthy relationships and key health issues with adults and peers</li> <li>• Program offers activities that promote individual and family health, including access to community health resources</li> <li>• Program has health experts hold workshops/presentations on issues, including but not limited to eating and nutrition, parenting classes, substance abuse support groups, HIV/AIDS/STD awareness, violence prevention and self defense, mental health</li> </ul>	<ul style="list-style-type: none"> <li>• Participants and family members demonstrate knowledge and awareness of healthy lifestyles, consistent with activities and information presented by the program</li> <li>• Parents/guardians report satisfaction with the program facilities and the physical activity of participants</li> <li>• Families use information provided by the program regarding health issues and health related services – for example, family members utilize clinical services recommended by the program</li> </ul>

## OST Goals Chart

Goals	Program Requirements	Examples of Program Features/Activities	Examples of Quality Indicators
<p><b>6. Strengthen young people's academic skills</b></p>	<ul style="list-style-type: none"> <li>• For school-aged child care programs, comply with staff- to-participant ratios and staff qualifications set forth in the SACC regulations</li> <li>• For elementary and middle school programs, provide opportunities and support for participants to complete their homework</li> </ul>	<ul style="list-style-type: none"> <li>• Program offers individual and small group support for academic skill development</li> <li>• Time is allocated for OST staff to learn about school curricula and strategies to integrate academics with OST activities</li> <li>• School staff attend OST program activities and events</li> <li>• Program staff attend school activities and events</li> <li>• Participants learn through a variety of means, including peer tutoring, career exploration, drama/theater, recreational reading, test preparation activities, book clubs, computer/media projects, story telling, field trips and/or visits to local libraries</li> <li>• Activities address a range of skill areas, including literacy, language acquisition, mathematics, social studies, current events, science and the humanities, writing, and career exploration</li> <li>• Program staff consult and coordinate with school teachers/staff and families about participants' academic progress</li> <li>• Principals, regional/school staff, and OST program staff share information regarding academic content and programming</li> </ul>	<ul style="list-style-type: none"> <li>• Participants create portfolios of completed academic projects, such as creating a book for children, family histories, and/or neighborhood profiles</li> <li>• Participants demonstrate improvement in completing their homework</li> <li>• Parents/guardians report satisfaction with program's academic component</li> <li>• Participants gain knowledge, as measured by pre- and post-testing</li> </ul>

## OST Goals Chart

Goals	Program Requirements	Examples of Program Features/Activities	Examples of Quality Indicators
<p><b>7. Support the exploration of youth interests and development of skills and creativity</b></p>	<ul style="list-style-type: none"> <li>• For middle and high school programs, offer a variety of activity options to participants</li> <li>• Provide information and referral services to participants</li> </ul>	<ul style="list-style-type: none"> <li>• Staff provide guidance and support to help students choose and explore areas of interest</li> <li>• Program provides opportunities to practice new skills and/or to deepen ones learned previously (for example, to conduct a project that requires learning about young children or the elderly)</li> <li>• Program offers incentives for exploring new interests or deepening current ones</li> <li>• Children and youth are encouraged to develop a wide range of skills, including sports, visual, creative and performing arts, financial literacy and life skills, youth leadership and youth activism, career exploration and job development, environmental awareness and exploration, public speaking and debate</li> <li>• Participants are provided with opportunities to learn about and, for older youth, explore career interests through internships, work experiences, group projects and other activities</li> <li>• Program maintains consultation between the program staff, families and teachers about student interests and skills</li> </ul>	<ul style="list-style-type: none"> <li>• Participants report staff are supportive of their interests</li> <li>• Participants report satisfaction that program provided opportunities and support to explore their interest(s)</li> </ul>

## OST Goals Chart

Goals	Program Requirements	Examples of Program Features/Activities	Examples of Quality Indicators
<p><b>8. Support youth leadership development</b></p>	<ul style="list-style-type: none"> <li>• Provide age-appropriate opportunities for participants to exercise leadership skills, including but not limited to planning and designing program activities</li> </ul>	<ul style="list-style-type: none"> <li>• Program offers participant-organized sports, arts, and/or community service activities</li> <li>• Program provides peer counseling and mentoring opportunities</li> <li>• A youth advisory board is established for the program, made up of current and past program participants</li> <li>• Participants meet leaders in their local community</li> <li>• Participants are recognized for their program or civic contributions</li> </ul>	<ul style="list-style-type: none"> <li>• Participants and/or families report involvement in leadership and/or service activities</li> <li>• Participants demonstrate leadership skills, as documented in recorded observations of program staff</li> <li>• Participant leadership activities are recognized by local media or community groups</li> </ul>

## OST Goals Chart

Goals	Program Requirements	Examples of Program Features/Activities	Examples of Quality Indicators
<p><b>9. Promote community engagement and respect for diversity</b></p>	<ul style="list-style-type: none"> <li>• Establish linkages with surrounding schools, appropriate community groups, and other service providers to enhance program services</li> <li>• Create opportunities for participants to explore their cultural identity and increase their awareness of and sensitivity to diverse cultures</li> <li>• Staff trained in issues of cultural diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Program activities jointly engage community members and youth</li> <li>• Program activities reflect needs and interests of diverse groups – for example, cultural and/or religious events</li> <li>• Program materials and resources, including books and/or posters, reflect the cultural identities of participants</li> <li>• Youth have the opportunity to participate in community forums, projects, workshops and volunteer activities (e.g. community-wide service projects, food drives, neighborhood safety and beautification campaigns, tenant education and advocacy)</li> <li>• Youth interact with people of different backgrounds in a variety of settings; for example: support groups, rap groups, team sports, arts and cultural programs, community councils, and cultural festivals</li> <li>• Program offers field-trips to diverse neighborhoods, cultural centers, and community centers</li> <li>• Program collaborates with surrounding schools, community-based providers, parents, community boards, local police precincts, youth councils, faith-based organizations, local elected officials, and libraries</li> </ul>	<ul style="list-style-type: none"> <li>• Participants, parents/guardians report that program provides an open, tolerant, and respectful environment</li> <li>• Participants are able to describe ways that the program recognizes and supports cultural differences and strengths</li> <li>• Documentation shows that youth participated in community events reflecting the different cultures of the community</li> <li>• Program enrollment and attendance are representative of community diversity</li> </ul>

# APPENDIX G

## **SYNOPSIS OF YOUTH DEVELOPMENT PRINCIPLES AND OST RESOURCES**

**RFP Title: Out-of-School Time Programs for Youth  
PIN #: 26005OSTRFP**

# Synopsis of Youth Development Principles

## An Introduction to Positive Youth Development<sup>1</sup>

### *What is Positive Youth Development?*

Positive youth development is an approach, a way to think about young people, that focuses on their *assets* (capacities, strengths, and developmental needs) from a crisis mentality that concentrates on stopping problems, to developing careful strategies that increase young people not solely on their *deficits* (risks, negative behaviors, and problems). This approach calls for shifting attention away from people's exposure to positive and constructive relationships and activities that promote healthy, responsible, and compassionate choices.

It is imperative that young people have diverse opportunities for learning, for guidance, for meeting challenges, for exploring limits, for experiencing consequences, for developing self-confidence and self-control, for helping others, and for improving their communities.

There are several schools of thought that view positive youth development from different perspectives. Listed below are the main principles of positive youth development. They should be considered when incorporating a positive youth development approach into your youth-serving program.

**Strengths** more than risks or deficits: Instead of focusing solely on reducing problems, risks, or deficits, youth development focuses on building strengths. A focus on positive outcomes does not eliminate the need to address problems or provide services; rather, it complements those efforts.

**Youth Engagement** more than services for youth: Programs can too quickly focus on how to "serve" youth or "meet young people's needs." This approach assumes that young people are the consumers or recipients of services. A youth development approach requires youth program staff to view young people as *resources, contributors, and leaders* in their program.

**Youth/Adult Relationships** more than programs: Organizations often assume that simply providing new programs will lead to positive outcomes for young people. However, what is often overlooked is the importance of the relationships between young people and adults that are created and strengthened as a result of the programs.

**Youth Voice** not controlling or directing: Viewing young people as partners in your program and enabling them to have meaningful roles in your agency will boost your program's authenticity, energy and ultimate effectiveness.

**Community Involvement** not just family members and professionals: Positive youth development emphasizes inspiring, inviting, and equipping *all* community residents from *all* segments of the community to contribute to the well-being of young people.

**Long Term Involvement** not a quick fix: A positive youth development approach requires a long-term outlook that recognizes that importance of ongoing, positive opportunities and relationships to help young people succeed as adults.

### *Features of Positive Youth Development Settings*

Experience and research have shown that young people need a set of personal and social assets that will increase their healthy development and well-being, and facilitate a successful transition from childhood, through adolescence, and into adulthood. A report from the National Research Council and the Institute of Medicine entitled *Community Programs to Promote Youth Development* grouped these assets into four broad categories: physical,

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<sup>1</sup> Adapted from: ACT for Youth Downstate Center for Excellence, ACT for Youth Upstate Center of Excellence (2003). *A Guide to Positive Youth Development*. New York: Mount Sinai Adolescent Health Center. See ACT Web sites: Downstate Center for Excellence: <http://www.mountsinai.org/cfe> Upstate Center of Excellence: <http://www.human.cornell.edu/actfor youth>

intellectual, psychological and emotional, and social development. Continued exposure to positive experiences, settings, and people, as well as opportunities to gain and refine life skills, supports young people in the development and growth of these assets.

It is important to understand that as a youth-serving program, you play an essential role in helping young people acquire the assets to help them become successful adults. The settings in which you provide services help to support the development of assets by the young people you serve. From the report *Community Programs to Promote Youth Development*, positive developmental settings provide:

- Structure that is developmentally appropriate, with clear expectations for behavior as well as increasing opportunities to make decisions, to participate in governance and rule-making, and to take on leadership roles as young people mature and gain more expertise;
- Opportunities for young people to experience supportive relationships with adults;
- Opportunities to learn how to form close, durable human relationships with peers that support and reinforce healthy behaviors;
- Opportunities to feel a sense of belonging and to feel valued;
- Opportunities to develop positive social values and norms;
- Opportunities for skill building and mastery;
- Opportunities for young people to develop confidence in their abilities to master their environment (a sense of personal efficacy);
- Opportunities for young people to make a contribution to their communities and to develop a sense of mattering; and
- strong links between families, schools and broader community resources.

As you develop or continue to strengthen your youth-serving program, you can incorporate positive youth development principles into your program design and create settings that provide the features and opportunities noted above.

### ***How Can Positive Youth Development Be Infused Into Your Program?***

When thinking about ways to infuse positive youth development into your program, remember that youth development activities bridge interrelated yet distinct groups – from individuals to families to schools to communities to the sponsoring agency to collaborating partners.

Listed below are some examples of how positive youth development principles and opportunities could be incorporated into your youth-serving program. The examples are not exhaustive; there are many other ways to provide youth development opportunities to your peers and program participants. When thinking about developing and providing youth development opportunities, it can be helpful to consider how those opportunities can become an integral component of your youth-serving program design and how they can address the specific needs of the young people you serve.

#### **Strengths:**

- add questions to your intake form to gather information about your program participants' strengths, interests, hobbies, etc.;
- become familiar with the strengths and interests of the young people you work with and create and take advantage of opportunities to foster those strengths and interests;
- provide training to program and administrative staff and board members on youth development concepts and strategies;
- provide opportunities to explore career interests and pursue employment – e.g., resume development, internships at your agency or other agencies;
- explore options for higher education – e.g., information about GED programs, technical schools, college, etc.;
- create opportunities to pursue creative and physical interests – e.g., dance, arts, gardening, sports, etc.;

- start a book club where participants read and facilitate discussions about books of their choosing.

#### **Youth Engagement:**

- ask program participants about what types of services and activities they would like to have available through your program and agency;
- establish a group of participants or peers to evaluate the effectiveness of your program's services;
- create youth-led program committees – e.g., staff/peer recruitment and hiring, program materials development, media relations, etc.;
- create forums for young people to present/teach their skills and interests to other young people.

#### **Youth/Adult Relationships:**

- create opportunities for program staff and participants/peers to meet on an informal basis;
- design a mentor program;
- invite community residents to share a skill, hobby, or profession with participants;
- invite family members and community residents to recognition events to celebrate young people's accomplishments;
- create opportunities for young people to showcase their talents to their family members, agency staff and community residents;
- sponsor informational presentations that bring together young people and family members – e.g., parenting skills, communication skills, etc.;
- sponsor tournaments that bring young people, parents, and other adults together to play board games, sporting events, etc.

#### **Youth Voice:**

- create a youth advisory board for your agency's Board of Directors;
- have program participants/peers present at a meeting of the Board of Directors;
- have a young person become a member of the Board of Directors;
- support young people in writing letters to the editor/editorials for local newspapers;
- invite young people to contribute articles to your agency's newsletter;
- encourage young people to become involved with their schools' various education committees;
- arrange opportunities for young people to educate their parents, community residents, and local and state elected officials about issues of concern;
- assist young people in registering to vote;
- assist participants/peers to conduct youth-developed and administered surveys of young people in their community on topics of concern and interest;
- support young people in advocating for themselves and their peers.

#### **Community Involvement:**

- encourage participants/peers to attend meetings of community and school boards;
- invite community residents to attend a program activity;
- form partnerships with community organizations in order to provide more opportunities and supports for program participants and peers;
- encourage and support young people to volunteer in community agencies and community events – e.g. health fairs, community gardens, athletic leagues, community improvement initiatives, recreational programs, etc.;

- involve participants/programs in mapping the youth-friendly services and businesses available in their community, creating a directory of community resources, and advocating for additional or missing resources.

### **Long-Term Involvement**

- sponsor reunions of program participants and peers;
- invite former participants and peers to special events – e.g., picnics, holiday parties, recognition events;
- hire former program participants;
- regularly communicate with former participants and peers – e.g., letters, newsletters;
- provide ongoing training opportunities to staff of your agency and other community agencies on youth development principles.

## **OST Resources**

### **Guide to Select New York City Department of Education Curricula for Grades K-8**

#### **Scope and Sequence**

The New York State Education Department has issued new core curricula in certain subjects, and the New York City Department of Education has developed performance standards in some subjects. OST providers are encouraged to become familiar with the DOE scope and sequence so that they can design OST programs that can support and build upon students' work during the regular school day.

The following links list skills and abilities in language arts, mathematics, science and social studies that students should acquire by the end of each grade, K-8. This material answers questions that everyone in the education community needs to ask, such as: What are students expected to know and be able to do? And, how are their achievements measured?

Kindergarten through 8<sup>th</sup> Grade Language Arts

<http://www.nycenet.edu/dis/scopesequence/languagearts.html>

Kindergarten through 8<sup>th</sup> Grade Mathematics

<http://www.nycenet.edu/dis/scopesequence/mathematics.html>

Kindergarten through 8<sup>th</sup> Grade Science

<http://www.nycenet.edu/dis/scopesequence/science.html>

Kindergarten through 8<sup>th</sup> Grade Social Studies

<http://www.nycenet.edu/dis/scopesequence/socialstudies.html>

### **New York City Resources For Students**

Brooklyn Public Library Online

Website: [www.brooklynpubliclibrary.org](http://www.brooklynpubliclibrary.org)

Offers homework help 360 days a year, 7 days a week, from 2:00-11:00 pm in an instant messaging style that allows students in grades 4-12 the chance to interact with live tutors in 20-minute one-on-one sessions in the areas of math, science, social studies and English.

Department of Education Online (DOE)

Website: [www.nycenet.edu](http://www.nycenet.edu)

Information about the DOE in general and about specific schools and programs.

Dial-A-Teacher

Tel. (212) 777-3380

A homework help service offered by the United Federation of Teachers, available Monday-Thursday from 4:00-7:00 pm in 12 different languages. Help is offered in all subject areas.

New York Public Library Online

Website: [www.nypl.org](http://www.nypl.org)

Extensive online resources and access to dozens of databases, including encyclopedias, articles, reference books and more.

### **Examples of OST Curricula**

Please note that the following curricula are provided as resources that proposers to this RFP may find useful. These materials are not endorsed or required by the Department of Youth and Community Development.

#### **Project-Based Learning**

*The Activities Club*

Tel. (800) 873-5487 Website: [www.activitiesclub.com](http://www.activitiesclub.com)

Theme-related after-school curricula including clubs program guides, homework help manuals and other support materials.

#### **Youth Leadership Development Program**

*The Boys & Girls Clubs of America*

Tel. (404) 487-5700, in New York: (212) 351-5480 Website: [www.bgca.org](http://www.bgca.org)

B&GCA Program Services offers a broad range of youth development and youth leadership curricula for Boys & Girls Club affiliates. These include: "Passport to Manhood," a rite-of-passage program for 11-13 year old boys, and a version for girls called "Smart Girls."

*In The Mix*

Tel. (212) 684-3940 or (800) 597-9448 Website: [www.pbs.org/inthemix](http://www.pbs.org/inthemix)

Videos made by young people on topics that are of interest to young people. Topics include teen immigration, self-image and cliques. Videos come with lesson plans and discussion guides.

*Junior Achievement*

Tel. (719) 540-8000, in New York: (212) 949-5269 Website: [www.ja.org](http://www.ja.org)

Activity modules for K-12 on business and economic skills.

*Operation Smart: Science, Math & Relevant Technology*

Tel. (800) 374-4475 Website: [www.girlsinc.org](http://www.girlsinc.org)

After-school science programs for girls ages 9-11. Girls Inc. also offers other programs for girls' empowerment and development.

*Overcoming Obstacles*

Tel. (212) 406-7488 Website: [www.overcomingobstacles.org](http://www.overcomingobstacles.org)

A life skills curriculum for middle and high school age youth that helps them make reasoned decisions, set and meet goals, communicate effectively, learn conflict resolution and develop sound study skills. Activities incorporate literacy skills.

#### **Literacy**

*The Comic Book Project*

Tel. (212) 330-7444 for information about the project; Tel. (503) 905-2318 to purchase project materials Website:

[www.edpath.org](http://www.edpath.org)

Literacy enrichment project for 6-8<sup>th</sup> graders in which youth create their own comic books.

*Foundations, Inc.*

Tel. (888) 977-KIDS (5437) Website: [www.foundationsinc.org](http://www.foundationsinc.org)

Literature- and theme-based year-long curriculum for K-6, developed especially for after-school programs to reinforce academic skills in reading, writing and mathematics.

*KidzLit: An After-School Reading Program*

Tel. (510) 533-0213 or (800) 666-7270 Website: [www.kidzafterschool.org/kidzlit/kidzlit\\_program.html](http://www.kidzafterschool.org/kidzlit/kidzlit_program.html)

Children's literature and teachers' guides developed for use in after-school programs with children in grades K-8.

### Mathematics

*Figure This!*

Website: [www.figurethis.org](http://www.figurethis.org)

Fun and challenging math problems, based on NCTM standards, designed to help middle school students strengthen higher-order math skills.

*24 Game*

Tel. (800) 242-4542 Website: [www.24game.com](http://www.24game.com)

A fun math game that reinforces basic math skills, mental mathematics, problem solving, pattern sensing, concentration, and critical thinking. For levels K-12.

*KidzMath: An After-School Math Program*

Tel. (510) 533-0213 or (800) 666-7270 Website: [www.kidzafterschool.org/kidzmath/program.html](http://www.kidzafterschool.org/kidzmath/program.html)

Fun, interactive math games for children grades K-6.

### Music/Science/Technology

*Putamayo "World Playground: A Musical Adventure For Kids"*

Tel. (800) 995-9588 Website: [www.putamayo.com](http://www.putamayo.com)

Multicultural curriculum incorporating world music.

*A World In Motion*

Tel. (724) 772-8514 or (800) 457-2946 Website: [www.sae.org/foundation/awim](http://www.sae.org/foundation/awim)

A hands-on engineering design program for grades 4-10 in which children are challenged to explore science, math and technology by building three toys.

### Health & Wellness

*Project Adventure*

Tel. (800) 468-8898 Website: [www.pa.org](http://www.pa.org)

An "Adventure Education" program with both recreational and academic-based models that helps children build self-esteem and strengthen their social, teamwork and leadership skills.

### Other OST and Youth Education Resources

Academy For Educational Development

Tel. (202) 884-8000 Website: [www.aed.org](http://www.aed.org)

AED partners with schools, communities, governments and others to develop high-quality, sustainable after-school efforts and approaches to working constructively with youth, and designs, guides, and evaluates programs that affect and involve youth.

The Forum For Youth Investment

Tel. (202) 207-3333 Website: [www.forumforyouthinvestment.org](http://www.forumforyouthinvestment.org)

A nonprofit organization dedicated to helping communities and the nation make sure all young people are ready for work, college and life by age 21.

#### Fund For The City of New York/Youth Development Institute

Tel. (212) 925-6675 Website: <http://www.fcny.org/portal.php/syd/>

The Fund For The City of New York's Youth Development Institute works in New York City and nationally to build policies, programs and practices that promote youth development. YDI conducts research, provides technical assistance and disseminates information to strengthen the quality and increase the availability of positive developmental opportunities for young people.

#### Harvard Family Research Project (HFRP)

Tel. 617-495-9108 Website: <http://gseweb.harvard.edu/~hfrp/>

HFRP works to strengthen family, school, and community partnerships in early childhood care and education; promotes evaluation and accountability; and offers professional development to those who work directly with children, youth, and families. Site contains many links covering youth education and development.

#### The Institute For Youth Development

Tel. (703) 471-8750 Website: [www.youthdevelopment.org](http://www.youthdevelopment.org)

IYD is a non-partisan, non-profit organization that promotes a comprehensive message to youth in the U.S. and around the world to avoid five harmful risk behaviors: alcohol, drugs, sex, tobacco and violence.

#### Materials for the Arts

Tel. (718) 729-3001 Website: [www.mfta.org](http://www.mfta.org)

This unit of the NYC Dept. of Cultural Affairs provides arts programs with the materials that they need to prosper and endure, including fabric, lumber, cardboard, paint and paper.

#### National Institute on Out-of-School time

Tel. (781) 283-2547 Website: [www.niost.org](http://www.niost.org)

Provides information on: research, evaluation and consultation; policy development and public awareness; and training and curriculum development for OST programs nationwide.

#### Partnership for After School Education (PASE)

Tel. (212) 571-2664 Website: [www.passetter.com](http://www.passetter.com)

The largest network of after-school programs in the country, PASE is a leading provider of professional development for after-school staff. In its programs and initiatives, PASE promotes best practices in after-school programs and functions as a strong voice for youth.

#### Promising Practices in Afterschool System (PPAS)

Tel. (202) 884-8267 Website: [www.afterschool.org](http://www.afterschool.org) A website is for after-school program directors who want to improve the quality of their programs that contains a database on after-school programs and links to funding sources.

#### Public/Private Ventures

Tel. (215) 557-4400, in New York: (212) 822-2400 Website: [www.ppv.org](http://www.ppv.org)

A national non-profit organization whose mission is to improve the effectiveness of social policies, programs and community initiatives, especially as they affect youth and young adults.

#### The After School Corporation (TASC)

Tel. (212) 547-6950 Website: [www.tascorp.org](http://www.tascorp.org)

TASC is a nonprofit organization dedicated to making quality after-school programs universally available and publicly funded in New York City, New York State and across the nation. TASC provides funding, professional development opportunities and intensive technical assistance to after-school staff to ensure quality programming.

## DEPARTMENT OF HEALTH AND MENTAL HYGIENE STANDARDS AND TECHNICAL ASSISTANCE

### OUT-OF-SCHOOL TIME PROGRAMS FOR YOUTH REQUEST FOR PROPOSALS PIN #: 26005OSTRFP

The New York City Department of Health and Mental Hygiene (DOHMH) has developed the following set of physical activity, nutrition, and television/video viewing and game standards to promote the health of youth in OST programs. *DYCD and DOHMH encourage all OST contractors to adopt these standards.*

(See below for further information regarding a DOHMH-recommended physical activity training program and related technical assistance opportunities.)

**Physical Activity Standards:** It is recommended that youth engage in at least one hour of physical activity per day. Thus, one hour of physical activity is recommended for every OST program that offers four hours of activity per day. If participants attend the program for less than 4 hours a day, 15 minutes of physical activity should be offered for each hour of programming (e.g., 45 minutes of physical activity would be appropriate for a 3-hour OST program).

Note: Programs devoted entirely to academic enhancement, career awareness and school-to-work transition are exempt but are encouraged to meet this standard whenever possible.

**Nutritional Standards for Snacks and/or Meals:** By state law, snacks and/or meals provided to OST program participants must be nutritious.<sup>1</sup> Junk food (candy, chips, cookies) should be prohibited. However, an exception may be made periodically (e.g., once per month) for special occasions, such as holidays and/or birthday parties. Healthy foods should always be served at such occasions. Soda sweetened with sugar, corn syrup or other similar sweeteners and other sugared drinks (e.g., iced tea, fruit punch, “quarter water”) should be prohibited at all times.

Facilities must have a functioning water fountain or have water readily available at all times.

**TV/Video Viewing and Game Standards:** A maximum of two hours per week of television/video viewing is allowed, preferably for educational purposes. TV/videos that instruct active exercise and those used in programs devoted to academic enhancement, career awareness and school-to-work transition are exempt from the time limit. Television or video games should be prohibited.

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<sup>1</sup> See additional relevant requirements under section 414.12 of the New York State School-Age Child Care regulations (accessible at [http://www.ocfs.state.ny.us/main/beccs/daycare\\_regs.asp](http://www.ocfs.state.ny.us/main/beccs/daycare_regs.asp)).

## **DOHMH Recommended Physical Activity Curriculum: Sports, Play & Active Recreation for Kids (SPARK)**

In addition to the above standards, DOHMH promotes the Sports, Play & Active Recreation for Kids (SPARK) curriculum in NYC to improve the quantity and quality of physical activity for young people. SPARK was developed in 1989 with funding from the National Heart, Lung and Blood Institute.

To ensure that SPARK activities are age and setting appropriate, SPARK offer several curricula. The DOHMH recommends SPARK's Active Recreation curriculum because it has been developed to serve OST populations. SPARK includes innovative aerobic games, dance and other sport activities. The demonstrated benefits of SPARK include increased time spent being active in scheduled classes, and improved fitness outcomes, particularly among girls (Sallis, 1997). SPARK has been successfully implemented in several NYC venues, including daycare centers in Bronx and Harlem, and elementary schools and after-school programs in Brooklyn and Harlem.

For more information on SPARK programs generally, visit: [sparkpe.org](http://sparkpe.org). For more information about SPARK's Active Recreation curriculum and sample lessons, visit: <http://sparkpe.org/programAfterSchool.jsp>.

See below for information about SPARK technical assistance opportunities in New York City.

### **Technical Assistance Opportunities**

For OST programs located in the three DOHMH high-need areas listed below, DOHMH will provide technical assistance to OST providers who commit to adopting the physical activity, nutrition and television/video viewing standards set forth above. To help OST providers meet the physical activity standard, DOHMH will provide training in the SPARK program and \$500 to \$1,000 worth of Spark equipment (depending on program size). *To the extent that space is available, training opportunities will be made available to contractors serving populations outside the high-need areas noted below.*

In addition, two OST providers in each of the following three DOHMH high-need areas will have an opportunity to receive additional technical assistance from the American Cancer Society, Eastern Division. The technical assistance will consist of a wellness assessment and recommendations on how to improve nutrition and physical activity. Ongoing technical assistance will be offered to implement priority recommendations. The American Cancer Society will also train staff of these providers in a 6-8 week curriculum, Generation Fit, comprising a set of enrichment activities for young people ages 11-18.

**DOHMH District Public Health Office (DPHO) Locations In High-Need Areas**

East and Central Harlem DPHO  
Community Districts: CD10 and CD11  
(Includes all or parts of ZIP codes: 10026, 10027, 10029, 10030, 10035, 10037 and 10039)

East Harlem District Health Center  
158 E. 115th Street  
New York, NY 10029

Contact: Rebecca Lee  
Phone: 212-360-5980  
email: HarlemDPHO@health.nyc.gov

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Brooklyn DPHO  
Community Districts: CD3 and CD4  
(Includes all or parts of ZIP codes: 11205, 11206, 11207, 11216, 11221, 11233, 11237 and 11238)

Bedford District Health Center  
485 Throop Ave  
Brooklyn, NY 11216

Contact: Kelly Canton  
Phone: 646-253-5700  
Email: BrooklynDPHO@health.nyc.gov

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Bronx DPHO  
Community Districts: CD1, CD2, CD3, CD4, CD5 and CD6  
(Includes all or parts of ZIP codes: 10451, 10452, 10453, 10454, 10455, 10456, 10457, 10458, 10459, 10460 and 10474)

East Tremont District Health Center  
1826 Arthur Avenue, Suite 100  
Bronx, NY 10457

Contact: Fernando Tirado  
Phone: 718-466-9178  
Email: BronxDPHO@health.nyc.gov

# APPENDIX I

## **CITY AGENCY HOST SITES:**

- 1. NEW YORK CITY DEPARTMENT OF PARKS AND RECREATION**
- 2. NEW YORK CITY HOUSING AUTHORITY**

**RFP Title: Out-of-School Time Programs for Youth  
PIN #: 26005OSTRFP**

## 1. New York City Department of Parks and Recreation

The sites listed below have been identified for Reach, Academic Support, and Economic Life Skills programs described in Section IIIB – Scope of Services (Service Option III). Proposers may choose to propose one or more sites within a program type or more than one program type. However, a separate proposal must be submitted for each program site within a program type, or each program type.

Proposers interested in arranging a site visit should call April Rodriguez at (212) 360-3306.

### Reach Programs

Site	Address	Borough	Contact	Telephone	Maximum Number of OST Youth to be Served Annually
Owen Dolen Recreation Center	East Tremont and 1400 Westchester Square	Bronx	John Falzon	(718) 822-4282	30
Brownsville Recreation Center	Linden Blvd. and Christopher Street	Brooklyn	Greg Jackson	(718) 485-4633	30
Passerelle Building	Flushing Meadow Corona Park	Queens	Al Williams	(718) 699-4213	24
Faber Park	Faber Street and Port Richmond Avenue	Staten Island	Bill LaCurtis	(718) 816-5558	24
Chelsea Recreation Center	430 West 25 <sup>th</sup> St. (between 10 <sup>th</sup> and 11 <sup>th</sup> Ave.)	Manhattan	Michael Cushing	(212) 255-3705	30

### Academic Support Programs

Site	Address	Borough	Name	Telephone	Maximum Number of OST Youth to be Served Annually
Brownsville	Linden Blvd. and Christopher Street	Brooklyn	Greg Jackson	(718) 485-4633	100
St. John's	Prospect Place (bet. Troy and Schenectady)	Brooklyn	Karen Grapper	(718) 771-2787	175
Metropolitan Pool Recreation Centers	Bedford and Metropolitan Avenue	Brooklyn	Eugene Fowler	(718) 599-5707	125
Alfred E. Smith Recreation Center	80 Catherine Street	Manhattan	Chris Clouden	(212) 408-0243	175
Pelham Fritz	122 <sup>nd</sup> St. and Mount Morris Park West	Manhattan	Chris Clouden	(212) 860-1380	125
Highbridge Recreation Center	Amsterdam Ave. and 173 <sup>rd</sup> St.	Manhattan	Emilio Llopiz	(212) 927-1533	100
J. Hood Wright Recreation Centers	174 Street and Ft. Washington	Manhattan	Orlando Sanders	(212) 927-1514	175
Roy Wilkins	177 St. and Baisley Blvd.	Queens	Valerie Edwards	(718) 276-8686	175
Lost Battalion Hall Recreation Centers	Queens Blvd. and 62 <sup>nd</sup> Avenue	Queens	John Ciorciari	(718) 263-1163	175

Site	Address	Borough	Name	Telephone	Maximum Number of OST Youth to be Served Annually
St. James Recreation Center	2530 Jerome Avenue	Bronx	Iris Rodriguez	(718) 430-1825	175
St. Mary's Recreation Centers	East 145 Street and St. Ann's	Bronx	Geoff Huston	(718) 402-5155	200
Cromwell Recreation Center	Pier 6 at Bay and Hannah	Staten Island	Mary Cali	(718) 390-8020	175

### Life Skills Programs

Site	Address	Borough	Name	Number	Maximum Number of OST Youth to be Served Annually
St. Johns Recreation Center	Prospect Place bet. Troy and Schenectady	Brooklyn	Karen Gripper	(718) 771-2787	175
Sunset Park Recreation Center	43 <sup>rd</sup> Street and 7 <sup>th</sup> Avenue	Brooklyn	Vernetta Diggs	(718) 365-6533	150
Owen Dolen Recreation Center	East Tremont and 1400 Westchester Square	Bronx	John Falzon	(718) 822-4282	100
Roy Wilkins Recreation Center	177 <sup>th</sup> Street and Baisley Blvd.	Queens	Valerie Edwards	(718) 276-8686	175
Arrow Community Center	35-30 35 <sup>th</sup> Street, Astoria	Queens	Joan Herrera	(718) 349-3408	100
Thomas Jefferson Recreation Center Passerelle Building	2180 1 <sup>st</sup> Avenue	Manhattan	Tony Rosa	(212) 860-1371	150

## 2. New York City Housing Authority

The sites listed in the following table are newly renovated or constructed community centers located in public housing developments. Proposers may apply under: 1) Service Option I or II to fully operate one of the listed centers or 2) Service Option II to provide a program within a center.

Proposers must agree to comply with the following conditions:

- Enter into a lease or service agreement with the Housing Authority.
- At least 51% of the persons served must be public housing residents. Contractors will be expected to maintain records regarding the residency of persons served.
- If fully operating a facility:
  - Be responsible for all operating costs, including daily janitorial expenses.
  - Work with the local Resident Association to: 1) establish an Advisory Committee for the facility which must include at least 2 residents, 2) provide meeting and/or rental space during non-program hours.
  - Allow quarterly site visits by NYCHA personnel to ensure occupancy compliance, as well as grant access to space at any time in an emergency and at other reasonable times to make repairs, replacements and improvements to the space.

### NYCHA Community Centers

<b>Borough</b>	<b>Center</b>	<b>Size</b>	<b>Facility Components</b> (eg: # of rooms, bathrooms, etc.)	<b>Anticipated Completion Date</b>	<b>New Building/Expansion/Renovation</b>	<b>Purpose of Facility</b>	<b>Open House Dates and Time</b>
Bronx	<b>Baychester</b> 1220 E. 229th St.	15,700 sq. ft.	5 program rooms, 1 kitchen, gym	Completed	Renovation	Community/Senior Center – senior center is operated by Aging in America, a sponsor organization	<b>January 18<sup>th</sup> – 2:00 p.m.</b>
Bronx	<b>McKinley</b> 751 E. 161st St.	5,200 sq. ft.	3 program rooms, 2 bathrooms, 1 kitchen, 1 computer lab	Feb-05	Renovation	Community Center	<b>January 28<sup>th</sup> – 10:00 a.m.</b>
Bronx	<b>Eastchester</b> 3016 Yates Ave.		10 program rooms, 5 bathrooms, 1 kitchen, gym	Completed	Renovation	Community Center	<b>January 18<sup>th</sup> – 12:00 p.m.</b>
Bronx	<b>Throgg's Neck</b> 550 Balcom Ave.	18,000 sq. ft. – Gym	5 program rooms, 6 bathrooms, 1 kitchen, 1 computer lab	Dec-04	Expansion	Community Center	<b>January 18<sup>th</sup> – 10:00 a.m.</b>
Brooklyn	<b>Ingersoll</b> 177 Myrtle Ave.	18,250 sq. ft. – 2 levels, Gym	2 program rooms, 5 bathrooms, 1 kitchen, 1 computer lab	Jun-05	Renovation	Community Center	<b>January 24<sup>th</sup> – 10:00 a.m.</b>
Brooklyn	<b>O'Dwyer Gardens</b> 2945 W. 33rd St.	3,100 sq. ft.	2 program rooms, 2 bathrooms, 1 kitchen, 1 computer lab	Completed	Renovation	Community Center	<b>January 26<sup>th</sup> – 9:00 a.m.</b>
Brooklyn	<b>33-35 Saratoga</b> 940 Hancock St.	5,500 sq. ft. (Outdoor Theater)	2 program rooms, 4 bathrooms, 1 kitchen	Mar-05	Renovation	Community Center	<b>January 24<sup>th</sup> – 2:00 p.m.</b>
Brooklyn	<b>Surfside</b> 2923 W. 28th St .	12,000 sq. ft.	3 program rooms, 2 bathrooms, 1 kitchen, 1 computer lab	Completed	Expansion	Community Center	<b>January 24<sup>th</sup> – 12:00 p.m.</b>
Brooklyn	<b>Williamsburg</b> 134 Bushwick Ave	20,261 sq. ft.	5 program rooms, 3 offices, stage, 10 bathrooms, 1 kitchen, gym, 2 locker rooms	Completed	New Building	Community Center	<b>January 20<sup>th</sup> – 2:00 p.m.</b>

<b>Borough</b>	<b>Center</b>	<b>Size</b>	<b>Facility Components</b> (eg: # of rooms, bathrooms, etc.)	<b>Anticipated Completion Date</b>	<b>New Building/Expansion/Renovation</b>	<b>Purpose of Facility</b>	<b>Open House Dates and Time</b>
Manhattan	<b>Johnson</b> 173 E. 112th St.	32,000 sq. ft. – Gym, Auditorium, Multi-level	6 program rooms, 13 bathrooms, 3½ kitchens, 1 computer lab	Aug-05	Expansion	Community Center	<b>January 20<sup>th</sup> – 9:00 a.m.</b>
Manhattan	<b>Polo Grounds/Rangel</b> 3005 Fredrick Douglas Blvd.	22,000 sq. ft. – Gym and bleachers	2 program rooms, 2 & 1/2 bathrooms, kitchen	Jun-05	New Building	Community Center	<b>January 20<sup>th</sup> – 11:00 a.m.</b>
Manhattan	<b>Johnson</b> 173 E. 112th St.	32,000 sq. ft. – Gym, Auditorium, Multi-level	6 program rooms, 13 bathrooms, 3½ kitchens, 1 computer lab	Aug-05	Expansion	Community Center	<b>January 20<sup>th</sup> – 9:00 a.m.</b>
Queens	<b>Baisley Park</b> 116-40 Guy Brewer Blvd.	8,226 sq. ft. – 2 levels	6 program rooms, 4 bedrooms, 1 kitchen, 1 computer lab	Nov-04	Expansion	Community Center	<b>January 19<sup>th</sup> – 12:00 p.m.</b>
Queens	<b>Latimer Gardens</b> 34-30 137th St.	12,670 sq. ft. – Gym	2 program rooms, 2 bathrooms, 1 kitchen	Feb-05	Expansion	Community/Senior Center – senior center is operated by Self-Help Community Services, a sponsor organization	<b>January 19<sup>th</sup> – 2:00 p.m.</b>
Queens	<b>Redfern</b> 15-44 Hassock St.	21,875 sq. ft.	5 program rooms, 2 bathrooms, 1 kitchen,	Nov-04	Renovation	Community Center	<b>January 19<sup>th</sup> – 10:00 a.m.</b>
Staten Island	<b>South Beach</b> 155 Norway Ave.	8,600 sq. ft.	5 program rooms, 2 bathrooms, 1 kitchen	Completed	Expansion	Community Center	<b>January 25<sup>th</sup> – 11:30 a.m.</b>
Staten Island	<b>West Brighton</b> 230 Broadway	8,000 sq. ft.	10 program rooms, 4 bathrooms, 1 kitchen, 1 computer lab.	Jan-05	Expansion	Community/Senior Center – senior center is operated by Staten Island University Hospital, a sponsor organization	<b>January 25<sup>th</sup> – 11:30 a.m.</b>

# APPENDIX J

## OST GLOSSARY AND ACRONYMS

**RFP TITLE: OUT-OF-SCHOOL TIME PROGRAMS FOR YOUTH**  
**PIN #: 26005OSTRFP**

<b>ACS</b>	The New York City Administration for Children’s Services
<b>ADA</b>	The Americans with Disabilities Act
<b>AvDA</b>	Average daily attendance
<b>DOE</b>	The New York City Department of Education
<b>DOHMH</b>	The New York City Department of Health and Mental Hygiene
<b>DYCD</b>	The New York City Department of Youth and Community Development
<b>ES</b>	Evaluation Services
<b>Evaluation</b>	Research undertaken to determine the effectiveness of OST activities in order to understand program impacts, inform policy, and improve program delivery.
<b>Letter of Intent</b>	A letter from a source of funds or other resources stating its intent to contribute specific funds or resources to the proposer’s program.
<b>Linkage</b>	The relationship between an OST provider and another organization, formalized through the Linkage Agreement in this RFP.
<b>NYCHA</b>	The New York City Housing Authority
<b>OST</b>	Out-of-School Time
<b>Outcome</b>	A specific change in behavior or condition of youth that occurs as a result of participation in the program
<b>Parks</b>	The New York City Department of Parks and Recreation
<b>Project-Based Activities</b>	Project-based learning is a hands-on education process where students 'do' what they need to learn. Through project-based learning activities, students gain knowledge and understanding as a result of intellectual inquiry and engagement with meaningful tasks that are connected to the real world.
<b>SACC</b>	New York State School-Age Child Care

**TA**

Technical Assistance

**Target Zip Code Areas**

As described in Section II. E. and indicated in Appendix D, this RFP establishes zip code areas of high need for which proposals to Service Options I and II will be given greater consideration.

# ATTACHMENT 1

## PROPOSAL SUMMARY FORM (Submit for each proposal.)

RFP: Out-of-School Time Programs for Youth  
PIN #: 26005OSTRFP

**Proposer Information:**

A. Organization Name \_\_\_\_\_  
Address \_\_\_\_\_  
Borough \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tax Identification # \_\_\_\_\_

**Contact Information:**

Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**B. Organization Status:**

501(c)(3)                       Applied for 501(c)(3)                       For-Profit Corporation  
(Options IV and V Only)

**C. SACC License Status:**

Note: The SACC license is required only for programs serving 7 or more youth under 13 years of age. DYCD will not release funds to such proposers awarded a contract until they are licensed.

Presently Have                       Have Applied,  
Awaiting Decision                       Will Apply Prior  
to Programming                       Not Applicable

**Proposal Service Option: (Check only one)**

- Option I**      OST Regional Program ----- proceed to page 135
- Option II**     OST Public-Private Match Program ----- proceed to page 138
- Option III**    OST Parks Program ----- proceed to page 141
- Option IV**    OST Citywide Technical Assistance ----- proceed to page 143
- Option V**     OST Evaluation Services ----- proceed to page 144

**OPTION I — OST REGIONAL PROGRAM INFORMATION**

If the proposer checked OPTION I on page one, complete the following seven items ONLY:

1. Option I – DOE Region in which service will be provided (Check one only.)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

2. Option I – Grade Level and Program Duration (Check one Grade Level and the corresponding Program Duration.)

- Elementary School    \_\_\_ Year-Round Program    \_\_\_ School-Year Program
- Middle School        \_\_\_ Year-Round Program    \_\_\_ School-Year Program
- High School            \_\_\_ School-Year Program

3. Option I – Program Costs and Resources (Enter the requested information in the space provided. See Section II-D in the RFP for the maximum prices which DYCD will pay per participant.)

- A) DYCD funding request \$ \_\_\_\_\_
- B) If applicable, additional cash contributions from private sources (DYCD does not require that proposers have additional cash contributions.) \$ \_\_\_\_\_
- C) If applicable, additional public funding (DYCD does not require that proposers have additional public funding.) \$ \_\_\_\_\_
- D) Total program funding (Sum of A+B+C) \$ \_\_\_\_\_

4. Option I – Participant Information (Enter the requested information in the space provided.)

- A) Number of participants program will serve in year 1 \_\_\_\_\_
- B) DYCD price per participant ([DYCD funding] ÷ [# of participants]) \$ \_\_\_\_\_
- C) Total price per participant ([Total funding] ÷ [# of participants]) \$ \_\_\_\_\_
- D) Is the proposer serving a target zip code(s)? \_\_\_ Yes \_\_\_ No

If “Yes,” list the target zip code(s) and the anticipated number of youth to be served annually in each: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



C) Is the proposer willing to locate its program at a site other than the site proposed?

Yes       No

**6. Option I – Proposer Capacity to Absorb Additional Participants**

In the event of increased funding in year two of the contract, would the proposer be able to increase the number of program participants in year 2 of the contract at the same maximum price per participant as set forth in Section II-D in the RFP? Indicate the number of additional participants the proposer would be able to serve at the same reimbursement rate:

Yes       No      If “Yes,” indicate the number of additional year 2 participants the proposer would be able to serve at the same reimbursement rate as in contract year 1: \_\_\_\_\_

**7. Option I – Multiple Proposals.**

Has the proposer submitted more than one proposal in response to this RFP?

Yes       No      If “Yes,” how many? \_\_\_\_\_

**OPTION II — OST PUBLIC-PRIVATE MATCH PROGRAM INFORMATION**

If the proposer checked OPTION II on page one, complete the following six items ONLY:

1. Option II – DOE Region in which service will be provided (Check one only.)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

2. Option II – Grade Level (Check all that apply.)

- Elementary School
- Middle School
- High School
- Mixed Grade Levels

3. Option II – Program Costs and Resources (Enter the requested information in the space provided.)

- A) DYCD funding request \$ \_\_\_\_\_
- B) The required cash match from private sources \$ \_\_\_\_\_  
(= 30% of DYCD funding request)
- C) If applicable, additional private and/or public funding  
(DYCD does not require that proposers have additional private  
and/or public funding above the 30% minimum.) \$ \_\_\_\_\_
- D) Total program funding \$ \_\_\_\_\_

4. Option II – Participant Information (Enter the requested information in the space provided.)

- A) Number of participants program will serve in year 1 \_\_\_\_\_
- B) DYCD price per participant ([DYCD funding] ÷ [# of participants]) \$ \_\_\_\_\_
- C) Total price per participant ([Total funding] ÷ [# of participants]) \$ \_\_\_\_\_
- D) Is the proposer serving a target zip code(s)? \_\_\_ Yes \_\_\_ No

If “Yes,” list the target zip code(s) and the anticipated number of youth to be served annually in each: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



C) Is the proposer willing to locate its program at a site other than the site proposed?

Yes       No

**6) Option II – Multiple Proposals**

Has the proposer submitted more than one proposal in response to this RFP?

Yes       No      If “Yes,” how many? \_\_\_\_\_

**OPTION III — OST PARKS PROGRAM INFORMATION**

If the proposer checked **OPTION III** on page one, complete the following five items **ONLY**:

1. **Option III – Program Type** (Check one program type and if applicable, the corresponding one age group to be served.)

- Reach Program
- Academic Support Program      \_\_\_ 6-13 years of age      \_\_\_ 14-21 years of age
- Life Skills Program      \_\_\_ 6-13 years of age      \_\_\_ 14-21 years of age

2. **Option III – Program Costs and Resources** (Enter the requested information in the space provided. See Chart #3 for the maximum prices which DYCD will pay per participant.)

- A) DYCD funding request      \$ \_\_\_\_\_
- B) If applicable, additional cash contributions from private sources. (DYCD does not require that proposers have additional cash contributions.)      \$ \_\_\_\_\_
- C) If applicable, additional public funding. (DYCD does not require that proposers have additional public funding.)      \$ \_\_\_\_\_
- D) Total program funding (Sum of A+B+C)      \$ \_\_\_\_\_

3. **Option III – Participant Information** (Enter the requested information in the space provided.)

- A) Number of participants program will serve in year 1      \_\_\_\_\_
- B) DYCD price per participant ([DYCD funding] ÷ [# of participants])      \$ \_\_\_\_\_
- C) Total price per participant ([Total funding] ÷ [# of participants])      \$ \_\_\_\_\_
- D) Is the proposer serving a target zip code(s)?    \_\_\_ Yes    \_\_\_ No

If “Yes,” list the target zip code(s) and the anticipated number of youth to be served annually in each: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Option III – Program Site Location**

A) See Appendix I for listing of Department of Parks and Recreation Sites.

Site Name \_\_\_\_\_

Address \_\_\_\_\_

Borough \_\_\_\_\_

B) Is the proposer willing to locate its program at a site other than the site proposed?

Yes             No

**5. Option III – Multiple Proposals**

A) Has proposer submitted more than one proposal in response to this RFP?

Yes             No            If “Yes,” how many? \_\_\_\_\_

**OPTION IV — OST CITYWIDE TECHNICAL ASSISTANCE INFORMATION**

If the proposer checked OPTION IV on page one, complete the following three items ONLY.

1. Check the TA Sub-Option(s) for which the proposer is applying. (Check one only.)

Sub-Option A  
Elementary School

Sub-Option B  
Middle and High School

Sub-Options A and B

2. Option IV – Program Costs and Resources (Enter the requested information in the space provided.)

- A) DYCD funding request \$ \_\_\_\_\_
- B) If applicable, additional cash contributions from private sources. (DYCD does not require that proposers have additional cash contributions.) \$ \_\_\_\_\_
- C) If applicable, additional public funding. (DYCD does not require that proposers have additional public funding.) \$ \_\_\_\_\_
- D) Total program funding (Sum of A+B+C) \$ \_\_\_\_\_

3. Option IV-A – Program Design

A) Indicate the number of TA training types and formats to be provided.

TRAINING TYPES AND FORMATS	NUMBER
<b>CORE TRAINING</b>	
Management Information Systems Trainings	
Participant Survey Administration Trainings	
<b>SUPPLEMENTAL SERVICES/ACTIVITIES</b>	
Workshops	
Institutes	
Best Practices Panels	
Annual Conference	1
Organizational Consultations	

**OPTION V OST — EVALUATION SERVICES INFORMATION**

**If the proposer checked OPTION V on page one, complete the following item ONLY:**

**1. Option V – Funding** (Enter the requested information in the space provided.)

A) DYCD funding request \$ \_\_\_\_\_

B) If applicable, additional cash contributions from private sources. (DYCD does not require that proposers have additional cash contributions.) \$ \_\_\_\_\_

C) If applicable, additional public funding. (DYCD does not require that proposers have additional public funding.) \$ \_\_\_\_\_

D) Total program funding (Sum of A+B+C) \$ \_\_\_\_\_

# ATTACHMENT 2

**PROGRAM ACTIVITIES SCHEDULE**  
**RFP TITLE: Out-of-School Time Programs for Youth**  
**PIN #: 26005OSTRFP**

Proposer \_\_\_\_\_

OST Direct Services Program Option (Check one only):  Option I       Option II       Option III

Total Number of Unduplicated Participants \_\_\_\_\_ Age Range \_\_\_\_\_ Program Duration:  Year-round     School-year     Other  
 (contract year one)

Number of Weeks per Year and Hours per Week of Total Program Activity: \_\_\_\_\_ Weeks per Year    \_\_\_\_\_ Hours per Week  
 (See Charts #1, #2, and #3 in Section II-D of the RFP for required minimum hours for each OST direct service option.)

PROGRAM ACTIVITY	OST GOAL(S)	ACTIVITY CATEGORY	BRIEF DESCRIPTION OF PROGRAM ACTIVITY	FREQUENCY/TIME	GROUP SIZE

**THIS FORM MAY BE PHOTOCOPIED AS NECESSARY TO ACCOMMODATE ALL ACTIVITIES AND PROGRAM LOCATIONS.**

## INSTRUCTIONS FOR ATTACHMENT 2

Complete the Program Activities Schedule (Attachment 2), indicating the specific activity(ies) that will be provided by the proposed OST program.

At the top of the form, indicate the name of the proposer, the OST direct service option for which the proposer is applying, the total number of unduplicated participants to be served in contract year one of the program, the age range of the youth participants, the program duration, and the number of weeks per year and hours per week of total program activity.

In the appropriate columns of the schedule chart, indicate for each program activity:

- **Program Activity** — name of the activity
- **OST Goal(s)** — the OST goal(s) addressed by the activity
- **Activity Category** — the category of youth program activity in which the activity belongs. Use the following key to identify the appropriate category:
  - 1 = Academic Enhancement
  - 2 = Career Awareness/School-to-Work Transition
  - 3 = Life Skills
  - 4 = Community Building
  - 5 = Physical Recreation
  - 6 = Arts and Culture
- **Brief Description of Program Activity** — Briefly describe the activity. Indicate how participants will interact with each other, program staff, and others, if applicable, involved in the activity. Describe how the activity will be presented, such as in a large group, in a small group, and/or individually.
- **Frequency/Time** — Indicate the amount of time that will be devoted to each activity and how often the activity will occur, such as “6 weeks per year, 3 times per week, for an hour each time.”
- **Group Size** — Identify the total number of participants to be enrolled in each activity.

**LINKAGE AGREEMENT FORM**

**OUT OF SCHOOL TIME PROGRAMS FOR YOUTH  
REQUEST FOR PROPOSALS PIN: 26005OSTRFP**

**NAME OF PROPOSER:** \_\_\_\_\_

**INSTRUCTIONS:** This agreement is a demonstration of a commitment to integrate service delivery through working relationships with other organizations. It is not a consultant agreement. Provide one Linkage Agreement for each organization with which you will be working. Duplicate this form as needed.

Pursuant to the proposal submitted by \_\_\_\_\_ in response to the  
(Proposer Organization)

Out of School Time Programs for Youth Request for Proposal from the NYC Department of Youth and Community Development, the proposer, if funded, will establish programmatic linkages with \_\_\_\_\_ in the form and manner described below.  
(Linkage Organization)

Describe the proposed programmatic linkage, including how referrals and follow-up services for individuals will be maintained.

**Proposer Organization:**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Linked Organization:**

\_\_\_\_\_  
Authorized Representative \*

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

( ) \_\_\_\_\_ - \_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* For proposers submitting a Linkage Agreement Form to demonstrate the commitment of a school to host an OST program, the authorized representative must be the school principal or assistant principal.

# ATTACHMENT 4

## BUDGET FORMS

### OUT OF SCHOOL TIME PROGRAMS FOR YOUTH REQUEST FOR PROPOSALS PIN: 26005OSTRFP

NAME OF PROPOSER: \_\_\_\_\_

## BUDGET FORMS

SERVICE OPTION I: REGIONAL PROGRAMS	PAGES 149–154
SERVICE OPTION II: PUBLIC/PRIVATE MATCH	PAGES 155–160
SERVICE OPTION III : OST PARKS PROGRAMS	PAGES 161–166
SERVICE OPTION IV: OST CITYWIDE TECHNICAL ASSISTANCE	PAGES 167–171
SERVICE OPTION V: OST EVALUATION SERVICES	PAGE 172

**SERVICE OPTION I: REGIONAL PROGRAMS — OST BUDGET FORMS**

**BUDGET SUMMARY**

**Service Option I / REGIONAL OST PROGRAMS**

**Age/Grade Level:** \_\_\_\_\_

**I. Applicant Information**

Organization Name: \_\_\_\_\_ EIN: \_\_\_\_\_

Primary site name and address: \_\_\_\_\_

Fiscal Contact: \_\_\_\_\_ Tel#: \_\_\_\_\_

**II. Proposed Enrollment Information**

	Price per participant	DYCD Contract Amount	Annual Required # of Hours
Proposed School Year enrollment	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed Summer enrollment	<input type="text"/>	<input type="text"/>	<input type="text"/>

**DYCD FUNDING LEVEL:**

**III. Budget Plan**

	DYCD Funding Request	CBO Cash Contribution	Total Program Cost
<b>A. PROGRAMMATIC COSTS</b>			
<b>1. Personnel</b> <i>(input salary &amp; wages on page 2)</i>			
FT salary & wage (enter info. on detail page)			
FT fringe <input type="text"/> %			
PT salary & wage (enter info. on detail page)			
PT fringe <input type="text"/> %			
<b>Personnel Subtotal</b>			
<b>2. Other Than Personnel Services (OTPS)</b>			
Consultant/subcontractual service			
Consumable Supplies			
Equipment			
Transportation/Travel			
Other <i>(please specify in narrative)</i>			
<b>OTPS Subtotal</b>			
<b>Programmatic Subtotal</b>			
<b>3. Indirect Costs</b> <input type="text"/> % <i>(not to exceed 10%)</i>			
<b>4. TOTAL PROGRAM COSTS</b>			

**B. OPERATING COSTS**

Space Rental	<input type="text"/>	<input type="text"/>	<input type="text"/>
Utilities / Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>
General Liability Insurance / CIP	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>If an applicant does not have insurance, they must purchase CIP at a cost of 4.5% of the total program costs</i>			
<b>TOTAL OPERATING COSTS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**C. GRAND TOTAL**

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

DYCD funding level (as indicated above)

<b>Annual cost per child:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Cost per child per hour:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>



**SERVICE OPTION I: REGIONAL PROGRAMS —  
INSTRUCTIONS FOR THE COMPLETION OF THE OST BUDGET FORMS**

**I. Allowable Program Costs: Option I - Regional Programs**

The Department of Youth and Community Development (DYCD) will provide funding for Out-of School time (OST) programs based on the number of youth proposed to be served. Proposers may apply for either school-year or year-round (which includes both school-year and summer components) programs. The funding levels are as follows:

	Elementary School		Middle School		High School	
	Required # of Hours	Price per participant	Required # of Hours	Price per participant	Required # of Hours	Price per participant
School Year	740	\$2,000	488	\$1,300	108	\$540
Summer	400	\$800	400	\$800	no summer option	
Total (Year Round)	1,140	\$2,800	888	\$2,100	108	\$540

For example, a program that proposes to serve 200 elementary school children during the school year and 100 children during the summer can request no more than \$480,000 from DYCD.

$$\begin{array}{rcl}
 200 \text{ school-year participants} & * & \$2,000 = \$400,000 \\
 100 \text{ summer participants} & * & \$800 = \underline{\$80,000} + \\
 \text{Total full-year DYCD Funding not to exceed} & = & \$480,000
 \end{array}$$

DYCD will consider a higher maximum price per participant for programs serving youth with disabilities (see definition in RFP); if the proposer demonstrates that the program design justifies such a higher price per participant. Explanation, including the projected number of youth with disabilities to be served, must be included in the Budget Justification.

Organizations are permitted and their proposals will receive extra consideration if they contribute resources from other funding sources to enhance their program. Although these contributions are not required, a column is included in the budget plan to list the proposer’s contribution. This information will assist DYCD in evaluating the true cost of OST programming.

For programs operating within New York City public schools, the following after-school costs should not appear in the budget: snacks, security, custodial or space costs.

**II. Budget Forms – General Information**

**A. To assist with proper completion of the budget, DYCD has made the budget forms available for download (in Microsoft Excel) from [www.nyc.gov/dycd](http://www.nyc.gov/dycd).**

- B. Separate budget forms and justifications are required for each primary program site. If a program operates in one location during the school year and a separate location during the summer, only one budget form and justification is required and the form should identify the site where a majority of program activities occur. If a proposer is proposing multiple programs within a single Department of Education region, separate budget forms and justifications are required for each primary program site (even though only one proposal is required).
- C. If an applicant is filling this form out electronically (**strongly encouraged**), please note that all areas shaded in orange require input. Other sections contain formulas and are password protected.
- D. The applicant identification information on the budget summary sheet, page 1, should be completed first. This includes age/grade level, proposer's name, EIN, Address, Fiscal Contact Information, and proposed number of youth served.
- E. When the proposed numbers of youth are inputted, the DYCD Funding Level will be automatically calculated. Please ensure that your Grand Total funding request does not exceed this figure, unless an explanation is provided in the Budget Justification.
- F. Personnel salaries and wages should be completed next on page two (personnel detail). The subtotals for full-time and part-time staff will be transferred to page one (the summary sheet) automatically.
- G. Fringe costs and Other Than Personnel Services (OTPS) costs should be completed next on page one (the summary sheet).

### III. Budget Forms – Specific Information

- A. Applicant Information:** Begin by identifying whether you are applying to serve elementary, middle or high school students. There is a drop-down menu labeled as age/grade level; when an applicant selects the grade level for the application, the appropriate price per participant and minimum number of hours served will automatically be recorded. Please indicate the official name of your organization; the primary program site name and street address where the OST program will operate; the Federal Employer Identification Number (EIN) number; and the name and phone number of a fiscal contact.
- B. Proposed Enrollment Information:** Indicate the proposed number of participants to be served during the school year and during the summer. Note that DYCD assumes that programs will have larger capacities during the school year, thus it is likely that the enrollment proposal for summer participants will be less than the enrollment proposal for school-year participants. DYCD reserves the right to amend the enrollment during the contract negotiations or during the program year. Also, note that DYCD will not fund summer slots for High School programs in this RFP.

**C. Budget Plan:** Should be prepared based on a proposed 12-month level of service.

- 1. Personnel:** All information should be entered on page two, *the personnel detail sheet*. Include all Personnel, full-time (35 hours or more) and part-time (less than 35 hours), who will receive a salary from this program. For full-time employees, enter the title, salary, number of positions within the title, and the percent of the salary that will be allocated to this grant. The DYCD funding request will calculate automatically on the electronic form. For part-time staff, enter the titles, hourly wages, number of positions, number of annual hours, and the percent of the wages that will be allocated to this grant. The DYCD funding request will calculate automatically from this information.
- 2. Fringe Benefits** must include FICA, Unemployment Insurance, Workers' Compensation, Disability, and medical coverage as per your policies. Enter the fringe benefit rate for full-time and part-time staff, separately, as indicated on the budget summary sheet. The dollar values will calculate automatically. Fringe rates must not be less than 7.65% or exceed 30% of total salaries.
- 3. Consultant/Subcontractor services:** A consultant is an independent individual with professional and/or technical skills retained to perform specific tasks or complete projects that cannot be accomplished by regular staff. Subcontractor Services are agreements entered into with a business entity to obtain special and/or specific services for a periodic or fixed length of time. These categories cannot include anyone for whom you pay fringe benefits.
- 4. Consumable Supplies** relate to the purchase of supplies which are not lasting or permanent in nature. Consumable supplies include office, program and maintenance supplies.
- 5. Equipment** relates to equipment that is durable or permanent, e.g., furniture, telephones, computers. All equipment and furniture purchased with DYCD funds is the property of the City of New York. If and when the program is terminated, all such items will be returned to DYCD.
- 6. Transportation/travel** relates to local transit fares for employees of the program to and from sites other than the employee's regular worksite. This category can include any travel by employees using their personal automobile for business. The maximum reimbursable amount is \$0.35 per mile plus tolls. This category will also include the costs associated with transporting program participants to an approved activity (i.e., bus rental or transit fares).
- 7. Other** includes all other operating costs such as printing, postage, admissions, publications, subscription costs, internet fees and costs associated with or for the benefit of program participants should also be included in this section.
- 8. Indirect Costs** may not exceed 10% of the programmatic subtotal. Designate your rate and enter the percentage. Values will calculate.
- 9. Space rental** is rent paid by a program for the sites utilized by this program. It includes all related charges associated with the use of the site, including repairs and maintenance costs. Repairs are limited to minor repairs only. No renovations or construction project can be budgeted or paid for with these funds. After receiving

an award letter, a copy of your lease and/or month-to-month rental agreement will be required. All multi-funded programs, i.e., those programs receiving funds from sources other than DYCD, should submit a cost allocation plan reflecting how DYCD's portion of rent payment is determined. Rent may not be charged for programs operating within schools.

**10. Utilities / Telephone** includes telephone and utilities costs.

**11. General Liability Insurance (CIP):** All programs must have general liability insurance. Proposers without liability insurance must purchase coverage from the DYCD Central Insurance Program (CIP), which includes General Liability, Special Accident, Property Insurance (Equipment), Workers' Compensation and Disability, at a cost of 4.5% of the total program cost.

#### **IV. Budget Justification**

Please attach a separate, typed document (preferred page limit is two pages) describing and justifying how requested funds will be used to implement the proposed program. Proposers should ensure that the budget and justification are consistent with the proposed program. If the Grand Total Funding Request exceeds the DYCD funding level, proposers must offer justification including the number of youth with disabilities to be served and the price per participant for these youth.

- A. Personnel:** Describe each position and its function of the proposed OST program. Indicate the time that employees will work in the program (i.e., year round, during the school year, every day) and the qualifications that the employees will possess.
- B. OTPS:** Provide a description of the items that are included in each line of this section. If you budgeted an "other" line, please provide relevant detail and how it relates to the program models.
- C. Consultant/Subcontractor Services:** Describe the nature of any consultant or subcontractor services and how they will assist the proposer to implement the proposed program. Submit a statement indicating the scope of the consultant or subcontractual agreement and signed by authorized representatives of both the applicant and subcontractor.
- D. Indirect costs:** Describe what organizational expenses will be covered under the indirect cost section. If salaries are included, indicate the title and the percent of the salary that will be charged to this line. No salaries included in the personnel section of the budget may be included in the indirect costs.
- E. Proposer's cash contribution:** Identify the source of any cash contributions. Indicate the amount and state how the contributions will be used to enhance the proposed program. Document the source of the contributions by submitting a Letter of Intent from the chairperson or executive director of each contribution source.

**SERVICE OPTION II: PUBLIC / PRIVATE MATCH – OST BUDGET FORMS**

**BUDGET SUMMARY**

**Service Option II: PUBLIC / PRIVATE MATCH**

**I. Applicant Information**

Organization Name: \_\_\_\_\_ EIN: \_\_\_\_\_

Primary site name & address: \_\_\_\_\_

Fiscal Contact: \_\_\_\_\_ Tel#: \_\_\_\_\_

**II. Proposed Enrollment Information**

	<u>DYCD funding</u>	<u>DYCD Contract</u>	<u>Minimum</u>	<u>Additional</u>	<u>Annual</u>
Proposed Enrollment <input style="width: 40px;" type="text"/>	per participant	Amount	Private Match	Applicant Match	Required #
	\$600		from Applicant		of Hours
					160

**DYCD FUNDING LEVEL:**

Total OST Program Cost:

**III. Budget Plan**

	DYCD Funding Request	CBO Cash Contribution	Total Program Cost
<b>A. PROGRAMMATIC COSTS</b>			
<b>1. Personnel</b> <i>(input salary &amp; wages on page 2)</i>			
FT salary & wage (enter info. on detail page)			
FT fringe <input style="width: 100px;" type="text"/> %			
PT salary & wage (enter info. on detail page)			
PT fringe <input style="width: 100px;" type="text"/> %			
<b>Personnel Subtotal</b>			
<b>2. Other than Personnel Services (OTPS)</b>			
Consultant/subcontractual service			
Consumable Supplies			
Equipment			
Transportation/Travel			
Other <i>(please specify in narrative)</i>			
<b>OTPS Subtotal</b>			
<b>Programmatic Subtotal</b>			
<b>3. Indirect Costs</b> <input style="width: 100px;" type="text"/> % <i>(not to exceed 10%)</i>			
<b>4. TOTAL PROGRAM COSTS</b>			

**B. OPERATING COSTS**

Space Rental			
Utilities / Telephone			
General Liability Insurance / CIP			
<i>If an applicant does not have insurance, they must purchase CIP at a cost of 4.5% of the total program costs</i>			
<b>TOTAL OPERATING COSTS</b>			

**C. GRAND TOTAL**

--	--	--	--

DYCD Funding Level

Proposer cash contribution must be a minimum of

Annual cost per child:			
------------------------	--	--	--



**SERVICE OPTION II: PUBLIC / PRIVATE PROGRAMS —  
INSTRUCTIONS FOR THE COMPLETION OF THE OST BUDGET FORMS**

**I. Allowable Program Costs: Option II - Public / Private Programs**

The Department of Youth and Community Development (DYCD) will provide funding for Out-of-School time (OST) programs based on the number of youth proposed to be served. The funding levels are as follows:

Required # of Hours	DYCD funding per participant	Minimum Match required from applicant
160	\$600	\$180

*Note: the minimum match required from the applicant is equal to 30% of DYCD's funding. (30% of \$600 = \$180)*

For example, a program that proposes to serve 200 youth can request no more than \$120,000 from DYCD and will be required to provide at least \$36,000 in cash match creating a total program cost of a minimum of \$156,000. Organizations are permitted and their proposals will receive extra consideration if they contribute resources from other funding sources to enhance their program beyond the required 30%.

$$\begin{array}{rcl}
 200 \text{ participants} & * & \$600 = \$120,000 \\
 \text{Required match of 30\%} & = & \underline{\$36,000} + \\
 \text{Minimum Total Program Cost} & = & \$156,000
 \end{array}$$

DYCD will consider a higher maximum price per participant for programs serving youth with disabilities (see definition in RFP); if the proposer demonstrates that the program design justifies such a higher price per participant. Explanation, including the projected number of youth with disabilities to be served, must be included in the Budget Justification.

For programs operating within New York City public schools, the following after-school costs should not appear in the budget: snacks, security, custodial or space costs.

**II. Budget Forms – General Information**

- A. **To assist with proper completion of the budget, DYCD has made the budget forms available for download (in Microsoft Excel) from [www.nyc.gov/dycd](http://www.nyc.gov/dycd).**
- B. Separate budget forms and justifications are required for each primary program site. If a program operates in one location during the school year and a separate location during the summer, only one budget form and justification is required and the form should identify the site where a majority of program activities occur.
- C. If an applicant is filling this form out electronically (**strongly encouraged**), please note that all areas shaded in orange require input. Other sections contain formulas and are password protected.
- D. The applicant identification information on the budget summary sheet, page 1, should be completed first. This includes age/grade level, proposer’s name, EIN, Address, Fiscal Contact Information and proposed number of youth served.

- E. When the proposed numbers of youth are inputted, the DYCD Funding Level will be automatically calculated. Please ensure that your Grand Total funding request does not exceed this figure, unless an explanation is provided in the Budget Justification. The minimum private match required by the applicant will also compute automatically. If a proposer is contributing more than the minimum required match, they may do so in the space titled “additional applicant match.” Finally, a total OST program cost will compute automatically; this is the sum of DYCD funding, minimum required applicant match and additional applicant match.
- F. Personnel salaries and wages should be completed next on page two (personnel detail). The subtotals for full-time and part-time staff will be transferred to page one (the summary sheet) automatically.
- G. Fringe costs and Other Than Personnel Services (OTPS) costs should be completed next on page one (the summary sheet).

### III. Budget Forms – Specific Information

- A. **Applicant Information:** Please indicate the official name of your organization; the primary program site name and street address where the OST program will operate, the Federal Employer Identification Number (EIN) number and the name and phone number of a fiscal contact.
- B. **Proposed Enrollment Information:** Indicate the proposed number of participants to be served. DYCD reserves the right to amend the enrollment during the contract negotiations or during the program year. List any match above the required minimum private match from applicant.
- C. **Budget Plan:** Should be prepared based on a proposed 12-month level of service.
  - 1. **Personnel:** All information should be entered on the page two, *the personnel detail sheet*. Include all Personnel, full-time (35 hours or more) and part-time (less than 35 hours), who will receive a salary from this program. For full-time employees, enter the title, salary, number of positions within the title, and the percent of the salary that will be allocated to this grant. The DYCD funding request will calculate automatically on the electronic form. For part time staff, enter the titles, hourly wages, number of positions, number of annual hours, and the percent of the wages that will be allocated to this grant. The DYCD funding request will calculate automatically from this information.
  - 2. **Fringe Benefits** must include FICA, Unemployment Insurance, Workers’ Compensation, Disability, and medical coverage as per your policies. Enter the fringe benefit rate for full-time and part-time staff, separately, as indicated on the budget summary sheet. The dollar values will calculate automatically. Fringe rates must not be less than 7.65% or exceed 30% of total salaries.
  - 3. **Consultant/Subcontractor services:** A consultant is an independent individual with professional and/or technical skills retained to perform specific tasks or complete projects that cannot be accomplished by regular staff. Subcontractor Services are agreements entered into with a business entity to obtain special and/or specific

services for a periodic or fixed length of time. These categories cannot include anyone for whom you pay fringe benefits.

4. **Consumable Supplies** relate to the purchase of supplies which are not lasting or permanent in nature. Consumable supplies include office, program and maintenance supplies.
5. **Equipment** relates to equipment that is durable or permanent, e.g., furniture, telephones, computers, etc. All equipment and furniture purchased with DYCD funds is the property of the City of New York. If and when the program is terminated, all such items will be returned to DYCD.
6. **Transportation/travel** relates to local transit fares for employees of the program to and from sites other than the employee's regular worksite. This category can include any travel by employees using their personal automobile for business. The maximum reimbursable amount is \$0.35 per mile plus tolls. This category will also include the costs associated with transporting program participants to an approved activity (i.e., bus rental or transit fares).
7. **Other** includes all other operating costs such as printing, postage, admissions, publications, subscription costs, internet fees and costs associated with or for the benefit of program participants should also be included in this section.
8. **Indirect Costs** may not exceed the 10% of the programmatic subtotal. Designate your rate and enter the percentage. Values will calculate.
9. **Space rental** is rent paid by a program for the sites utilized by this program. It includes all related charges associated with the use of the site, including repairs and maintenance costs. Repairs are limited to minor repairs only. No renovations or construction project can be budgeted or paid for with these funds. After receiving an award letter, a copy of your lease and/or month-to-month rental agreement will be required. All multi-funded programs, i.e., those programs receiving funds from sources other than DYCD, should submit a cost allocation plan reflecting how DYCD's portion of rent payment is determined. Rent may not be charged for programs operating within schools.
10. **Utilities / Telephone** includes telephone and utilities costs.
11. **General Liability Insurance (CIP):** All programs must have general liability insurance. Proposers without liability insurance must purchase coverage from the DYCD Central Insurance Program (CIP), which includes General Liability, Special Accident, Property Insurance (Equipment), Workers' Compensation and Disability, at a cost of 4.5% of the total program cost.

#### **IV. Budget Justification**

Please attach a separate, typed document (preferred page limit is two pages) describing and justifying how requested funds will be used to implement the proposed program. Proposers should ensure that the budget and justification are consistent with the proposed program. If the Grand Total Funding Request exceeds the DYCD funding level, proposers must offer justification including the number of youth with disabilities to be served and the price per participant for these youth.

- A. Personnel:** Describe each position and its function in the proposed OST program. Indicate the time that employees will work in the program (i.e., year round, during the school year, every day) and the qualifications that the employees will possess.
- B. OTPS:** Provide a description of the items that are included in each line of this section. If you budgeted an “other” line, please provide relevant detail and how it relates to the program models.
- C. Consultant/Subcontractor Services:** Describe the nature of any consultant or subcontractor services and how they will assist the proposer in implementing the proposed program. Submit a statement indicating the scope of the consultant or subcontractual agreement and signed by authorized representatives of both the applicant and subcontractor.
- D. Indirect costs:** Describe what organizational expenses will be covered under the indirect cost section. If salaries are included, indicate the title and the percent of the salary that will be charged to this line. No salaries included in the personnel section of the budget may be included in the indirect costs.
- E. Proposer’s cash contribution:** Identify the source of any cash contributions. Indicate the amount and state how the contributions will be used to enhance the proposed program. Document the source of the contributions by submitting a Letter of Intent from the chairperson or executive director of each contribution source.

# SERVICE OPTION III: OST PARKS PROGRAMS — OST BUDGET FORMS

## BUDGET SUMMARY

Service Option III / OST PARKS PROGRAMS

Program Type: \_\_\_\_\_

### I. Applicant Information

Organization Name: \_\_\_\_\_ EIN: \_\_\_\_\_

Program site name and address: \_\_\_\_\_

Fiscal Contact: \_\_\_\_\_ Tel# : \_\_\_\_\_

### II. Proposed Enrollment Information

Proposed Enrollment  Price per participant DYCD Contract Amount Annual Required # of Hours

DYCD FUNDING LEVEL:

### III. Budget Plan

	DYCD Funding Request	CBO Cash Contribution	Total Program Cost
<b>A. PROGRAMMATIC COSTS</b>			
<b>1. Personnel (input salary &amp; wages on page 2)</b>			
FT salary & wage (enter info. on detail page)			
FT fringe <input style="width: 50px;" type="text"/> %			
PT salary & wage (enter info. on detail page)			
PT fringe <input style="width: 50px;" type="text"/> %			
<b>Personnel Subtotal</b>			
<b>2. Other than Personnel Services (OTPS)</b>			
Consultant/subcontractual service			
Consumable Supplies			
Equipment			
Transportation/Travel			
Other (please specify in narrative)			
<b>OTPS Subtotal</b>			
<b>Programmatic Subtotal</b>			
<b>3. Indirect Costs</b> <input style="width: 50px;" type="text"/> % <i>(not to exceed 10%)</i>			
<b>4. TOTAL PROGRAM COSTS</b>			

### B. OPERATING COSTS

Space Rental			
Utilities / Telephone			
General Liability Insurance / CIP			
<i>If an applicant does not have insurance, they must purchase CIP at a cost of 4.5% of the total program costs</i>			
<b>TOTAL OPERATING COSTS</b>			

### C. GRAND TOTAL

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DYCD Funding Level (as indicated above)

<b>Annual cost per child:</b>			
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**SERVICE OPTION III: OST PARKS PROGRAMS —  
INSTRUCTIONS FOR THE COMPLETION OF THE OST BUDGET FORMS**

**I. Allowable Program Costs: Option III - OST Parks Programs**

The Department of Youth and Community Development (DYCD) will provide a maximum funding level based on the number of youth proposed to be served. The maximum funding levels are as follows:

Program Type:	Reach		Academic Support		Life Skills	
	Required # of Hours	Price per participant	Required # of Hours	Price per participant	Required # of Hours	Price per participant
Ages 6 - 13	360	\$2,500	216	\$540	216	\$540
Ages 14 - 21	360	\$2,500	144	\$540	144	\$540

For example, a program that proposes to serve 50 children under the age of 13 in a “Reach Program” can request no more than \$125,000 from DYCD (50 \* 2,500 = \$125,000).

Proposers should note that the maximum price per participant prescribed for Service Option III’s Reach Program already reflects an appropriately higher price per participant for organizations serving youth with disabilities.

Organizations are permitted and their proposals will receive extra consideration if they contribute resources from other funding sources to enhance their program. Although these contributions are not required, a column is included in the budget plan to list the proposer’s contribution. This information will assist DYCD in evaluating the true cost of OST programming.

**II. Budget Forms – General Information**

- A. **To assist with proper completion of the budget, DYCD has made the budget forms available for download (in Microsoft Excel) from [www.nyc.gov/dycd](http://www.nyc.gov/dycd).**
- B. Separate budget forms and justifications are required for each program type proposed and for each site at which a particular program type will be provided.
- C. If an applicant is filling this form out electronically (**strongly encouraged**), please note that all areas shaded in orange require input. Other sections contain formulas and are password protected.
- D. The applicant identification information on the budget summary sheet, page 1, should be completed first. This includes age/grade level, proposer’s name, EIN, Address, Fiscal Contact Information and proposed number of youth served.
- E. When the proposed numbers of youth are inputted, the maximum funding request to DYCD will be automatically calculated. Please ensure that your Grand Total funding request does not exceed this figure.
- F. Personnel salaries and wages should be completed next on page two (personnel detail). The subtotals for full-time and part-time staff will be transferred to page one (the summary sheet) automatically.

G. Fringe costs and Other Than Personnel Services (OTPS) costs should be completed next on page one (the summary sheet).

### III. Budget Forms – Specific Information

**A. Applicant Information:** Begin by identifying the program type that you are applying to serve: Reach, Academic Support or Life Skills. There is a drop-down menu labeled Program Type; when an applicant selects the Program Type for the application, the appropriate price per participant and minimum number of hours served will automatically be recorded. Please indicate the official name of your organization; the primary program site name and street address where the OST program will operate; the Federal Employer Identification Number (EIN) number; and the name and phone number of a fiscal contact.

**B. Proposed Enrollment Information:** Indicate the proposed number of participants to be served in the program. DYCD reserves the right to amend the enrollment during the contract negotiations or during the program year.

**C. Budget Plan:** Should be prepared based on a proposed 12-month level of service.

1. **Personnel:** All information should be entered on the page two, *the personnel detail sheet*. Include all Personnel, full-time (35 hours or more) and part-time (less than 35 hours), who will receive a salary from this program. For full-time employees, enter the title, salary, number of positions within the title and the percent of the salary that will be allocated to this grant. The DYCD funding request will calculate automatically on the electronic form. For part-time staff, enter the titles, hourly wages, number of positions, number of annual hours and the percent of the wages that will be allocated to this grant. The DYCD funding request will calculate automatically.
2. **Fringe Benefits** must include FICA, Unemployment Insurance, Workers' Compensation, Disability, and medical coverage as per your policies. Enter the fringe benefit rate for full-time and part-time staff, separately, as indicated on the budget summary sheet. The dollar values will calculate automatically. Fringe rates must not be less than 7.65% or exceed 30% of total salaries.
3. **Consultant/Subcontractor services:** A consultant is an independent individual with professional and/or technical skills retained to perform specific tasks or complete projects that cannot be accomplished by regular staff. Subcontractor Services are agreements entered into with a business entity to obtain special and/or specific services for a periodic or fixed length of time. These categories cannot include anyone for whom you pay fringe benefits.
4. **Consumable Supplies** relate to the purchase of supplies which are not lasting or permanent in nature. Consumable supplies include office, program and maintenance supplies.
5. **Equipment** relates to equipment that is durable or permanent, e.g., furniture, telephones, computers, etc. All equipment and furniture purchased with DYCD funds is the property of the City of New York. If and when the program is terminated, all such items will be returned to DYCD.
6. **Transportation/travel** relates to local transit fares for employees of the program to and from sites other than the employee's regular worksite. This category can include

any travel by employees using their personal automobile for business. The maximum reimbursable amount is \$0.35 per mile plus tolls. This category will also include the costs associated with transporting program participants to an approved activity (i.e., bus rental or transit fares).

7. **Other** includes all other operating costs such as printing, postage, admissions, publications, subscription costs, internet fees and costs associated with or for the benefit of program participants should also be included in this section.
8. **Indirect Costs** may not exceed the 10% of the programmatic subtotal. Designate your rate and enter the percentage. Values will calculate.
9. **Space rental** is rent paid by a program for the sites utilized by this program. It includes all related charges associated with the use of the site, including repairs and maintenance costs. Repairs are limited to minor repairs only. No renovations or construction project can be budgeted or paid for with these funds. After receiving an award letter, a copy of your lease and/or month-to-month rental agreement will be required. All multi-funded programs, i.e., those programs receiving funds from sources other than DYCD, should submit a cost allocation plan reflecting how DYCD's portion of rent payment is determined. Rent may not be charged for programs operating within schools.
10. **Utilities / Telephone** includes telephone and utilities costs.
11. **General Liability Insurance (CIP):** All programs must have general liability insurance. Proposers without liability insurance must purchase coverage from the DYCD Central Insurance Program (CIP), which includes General Liability, Special Accident, Property Insurance (Equipment), Workers' Compensation and Disability, at a cost of 4.5% of the total program cost.

#### IV. Budget Justification

Please attach a separate, typed document describing and justifying how requested funds will be used to implement the proposed program. Proposers should ensure that the budget and budget justification are consistent with the proposed program. The preferred page limit for the justification narrative is two pages.

- A. **Personnel:** Describe each position and its function in the proposed OST program. Indicate the time that employees will work in the program (i.e., year round, during the school year, every day) and the qualifications that the employees will possess.
- B. **OTPS:** Provide a description of the items that are included in each line of this section. If you budgeted an "other" line, please provide relevant detail and how it relates to the program models.
- C. **Consultant/Subcontractor Services:** Describe the nature of any consultant or subcontractor services and how they will assist the proposer in implementing the proposed program. Submit a statement indicating the scope of the consultant or subcontractor agreement and signed by authorized representatives of both the applicant and subcontractor.
- D. **Indirect costs:** Describe what organizational expenses will be covered under the indirect cost section. If salaries are included, indicate the title and the percent of the salary that

will be charged to this line. No salaries included in the personnel section of the budget may be included in the indirect costs.

**E. Proposer's cash contribution:** Identify the source of any cash contributions. Indicate the amount and state how the contributions will be used to enhance the proposed program. Document the source of the contributions by submitting a Letter of Intent from the chairperson or executive director of each contribution source.

**SERVICE OPTION IV: OST CITYWIDE TECHNICAL ASSISTANCE — BUDGET FORMS**

Provide a summary of all annual activities using the tables below. Use additional sheets, if needed. Refer to the following Instructions for Completing the Tables, below.

**TA Sub-Option Applying To (A, B, or Both):** \_\_\_\_\_

(A) Training Topic	(B) Event Format (Core Training, Workshop, Institute, Best Practice Panel, Conference)	(C) Staff Participants (Program Managers, Frontline, Both)	(D) Numbers to be Served	(E) Number and Length Of Sessions		(F) Number of FDE Sessions
				Half- Day	Full- Day	
Core Training: Use of the OST MIS	Core Training	Both	800*			
Core Training: Administering Participant Surveys	Core Training	Both	800*			

\*This estimate assumes that two individuals from each OST provider will attend each core training. DYCD anticipates that as many as 400 organizations will be awarded OST contracts.

**SERVICE OPTION IV: OST CITYWIDE TECHNICAL ASSISTANCE — BUDGET FORMS**

**THIS FORM MAY BE COPIED AS NECESSARY TO ACCOMMODATE ALL PROPOSED PROGRAM ACTIVITIES.**

(A) Training Topic	(B) Event Format (Core Training, Workshop, Institute, Best Practice Panel, Conference)	(C) Staff Participants (Program Managers, Frontline, Both)	(D) Numbers to be Served	(E) Number and Length Of Sessions		(F) Number of FDE Sessions
				Half- Day	Full- Day	

**SERVICE OPTION IV: OST CITYWIDE TECHNICAL ASSISTANCE — BUDGET FORMS**

**SUMMARY PAGE**

**TA Sub-Option Applying To (A, B, or Both): \_\_\_\_\_**

Event Format	(1) Total Number Offered of Each Event Format	(2) Number and Length Of Sessions		(3) Number of FDE Sessions of Each Format	(4) Total Loaded Cost	(5) FDE Cost (Total Cost/ FDE Sessions)
		Half-Day	Full-Day			
<b>Core Trainings</b> <i>Minimums: Sub-Option A: 15 FDEs</i> <i>Sub-Option B: 10 FDEs</i>						
<b>Workshops</b> <i>Minimums: Sub-Option A: 24-48 FDEs</i> <i>Sub-Option B: 12-18 FDEs</i>						
<b>Institutes</b> <i>Minimums: Sub-Option A: 10-15 FDEs</i> <i>Sub-Option B: 2-4 FDEs</i>						
<b>Best Practices Panels</b> <i>Minimums: Sub-Option A: 4 FDEs</i> <i>Sub-Option B: 2 FDEs</i>						
<b>Annual Conference</b> <i>Sub-Option A: 1 FDE</i> <i>Sub-Option B: 1 FDE</i>	1					
<b>SUM OF ABOVE</b>						
<b>Organizational Consultations</b> <i>Minimums: Sub-Option A: 212 FDEs</i> <i>Sub-Option B: 60 FDEs</i>						
<b>TOTAL COST</b>						

**SERVICE OPTION IV: OST CITYWIDE TECHNICAL ASSISTANCE —  
INSTRUCTIONS FOR THE COMPETITION OF OST BUDGET FORMS**

Proposers will describe all proposed events using the tables attached. Refer to Section V—Part I of this RFP for descriptions of event formats and anticipated levels of service. *Levels of service will correspond to their appropriate TA Sub-Option.*

- Column (A) Training Topic**  
Provide the topic of the each proposed event.
- Column (B) Event Format**  
Proposers will fill out one table for each type of event format: Workshop, Institute, Best Practices Panel, or Conference, as described in Section V—Part I, C. Formats.
- Column (C) Staff Participants**  
Indicate whether the target audience for the event is executive or frontline staff, or both.
- Column (D) Numbers to be Served**  
Indicate the numbers of participants to be served at each event.
- Column (E) Number and Length of Session**  
Indicate how many sessions of each event will be offered each year, and whether the event will be a full-day (7 hours) or half-day (3 hours) session.
- Column (F) Number of FDE Sessions**  
FDE: Full Day Equivalent; two half-day sessions or one full-day session equal one full day equivalent session  
Number of FDE Sessions = Sum from Column (D):  
(Half-Day Sessions \* .5) + (Full-Day Sessions \* 1)

**Summary Page**

- Column (1) Total Number Offered of Each Format**  
Indicate the annual total of all Workshops, Institutes, Best Practices Panels, Conferences, and Organizational Consultations being proposed, annually. Refer to Section V, Part I., D. Anticipated Annual Levels of Service.
- Column (2) Number and Length of Sessions**  
Indicate how many of Column (F) are Half-Day or Full-Day Sessions.
- Column (3) Number of FDE Sessions of Each Format**  
Indicate the annual total of FDE Sessions for all Workshops, Institutes, Best Practices Panels, or Conferences.

<b>Column (4)</b>	<b>Total Loaded Cost</b> Indicate the annual total cost of each event format (Workshops, Institutes, Best Practices Panels, Conferences, or Organizational Consultations). This cost figure should consist of a "loaded" rate, which includes all personnel services; other than personnel services; indirect costs; operating costs; and any other costs.
<b>Column (5)</b>	<b>FDE Cost</b> Indicate the FDE cost for each event format = Column (4) divided by Column (3).
<b><u>Rows</u></b>	
<b>Sum of the Above</b>	Sum all of the above cells in Columns (3), (4), and (5).
<b>Organizational Consultations</b>	Indicate the number of Organizational Consultations being proposed, annually.
<b>Total Cost</b>	Provide the proposer's total annual cost in Column (4).

**SERVICE OPTION V: OST EVALUATION SERVICES – BUDGET FORM**

	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3	Year 4	Year 4	Project Totals (Years 1-4)	Project Totals (Years 1-4)
<b>Project Management Area</b>	<b>Total Labor Hours</b>	<b>Cost (\$)</b>	<b>Total Labor Hours</b>	<b>Cost (\$)</b>						
Start-Up & Evaluation Design										
Program Implementation Study										
Participant Outcomes Study										
System Implementation & Outcomes Study										
<b>TOTALS</b>										

**SERVICE OPTION V: OST EVALUATION SERVICES – INSTRUCTIONS FOR: BUDGET FORM**

1. **Total Labor Hours:** For each year, provide the total labor hours proposed for each project management area.
2. **Cost:** For each year, provide the DYCD funding request related to each project management area. This figure should be given as a loaded cost, i.e., a cost figure which includes all personnel services; other than personnel services; indirect costs; operating costs; and all other costs related to each project management area.

# ATTACHMENT 5

## ACKNOWLEDGEMENT OF ADDENDA

Proposer: \_\_\_\_\_ PIN #: 26005OSTRFP

RFP TITLE: OUT OF SCHOOL TIME PROGRAMS FOR YOUTH

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**DIRECTIONS: COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.**

**PART I:** Listed below are the dates of issuance for each addendum received in connection with this RFP:

ADDENDUM #1 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #2 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #3 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #4 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #5 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #6 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #7 DATED: \_\_\_\_\_, 20\_\_

ADDENDUM #8 DATED: \_\_\_\_\_, 20\_\_

**PART II:** \_\_\_ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

PROPOSER (NAME): \_\_\_\_\_

PROPOSER (SIGNATURE): \_\_\_\_\_

# ATTACHMENT 6

## CERTIFICATION REGARDING CLIENT ABUSE/NEGLECT

**Proposer:** \_\_\_\_\_ **PIN #: 26005OSTRFP**

**RFP TITLE: OUT-OF-SCHOOL TIME PROGRAMS FOR YOUTH**

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### Certification Regarding Client Abuse/Neglect

The Department of Youth and Community Development requires a current certification from you regarding your organization's involvement in any cases of client abuse/neglect that were:

- a) Unresolved during any time within the past twelve months, or;
- b) Closed anytime within the past twelve months.

I do hereby certify that: \_\_\_\_\_  
(Print Organization Name)

Has not [ ]                                      Has [ ]                                      **(you must check one)**

been involved in cases of client abuse/neglect that were pending, opened or closed within the twelve-month period up to and including the date of this signed certification.

\_\_\_\_\_  
Authorized Representative Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title