FIRST MODIFICATION OF SUMMER YOUTH EMPLOYMENT PROGRAM MEMORANDUM OF UNDERSTANDING

-between –

THE CITY OF NEW YORK
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

-and-

THE CITY OF NEW YORK
DEPARTMENT OF EDUCATION

This **FIRST MODIFICATION** ("First Modification"), effective April 16, 2020, is made by and between the following (each a "Party" and, collectively, the "Parties"): the New York City Department of Education ("DOE"), located at 52 Chambers Street, New York, NY 10007, and the New York City Department of Youth and Community Development ("DYCD" or "the Department"), located at 2 Lafayette Street, 21st Floor, New York, New York 10007.

W I T N E S S E T H:

WHEREAS, the Parties entered into a Memorandum of Understanding ("the MOU") in order to collaborate on implementation of the CareerReady option of SYEP (formerly School-Based SYEP), providing SYEP programming to youth served by the DOE Transition and College Access Center ("TCAC") ("SYEP for Youth with Disabilities"), and assisting Participants with earning academic credit for their participation in School-Based SYEP, SYEP for Youth with Disabilities, and the Emerging Leaders option of SYEP (formerly Vulnerable Youth); and

WHEREAS, due to the New York State Governor's Executive Order 202, *et. seq.*, declaring a disaster emergency for the State of New York due to the novel coronavirus, COVID-19, the Department determined that traditional in-person programming opportunities would not be available to SYEP Participants during the summer of 2020, and suspended the program for the period April 16, 2020, through June 30, 2020; and

WHEREAS, in order to provide career exploration and work readiness activities to keep Participants safely engaged during the summer of 2020 and during the COVID-19 pandemic, the Department has determined in its discretion to reinstate SYEP programming under an amended program model, called "SYEP Summer BRIDGE," for the period July 1, 2020, through March 10, 2021; and

WHEREAS, the Parties have agreed to modify the MOU pursuant to Article 11, Section A, in order to collaborate on implementation of SYEP Summer BRIDGE for the CareerReady service option and providing SYEP Summer BRIDGE services to Youth with Disabilities.

NOW, THEREFORE, the Parties have agreed and do agree as follows:

1. All terms capitalized and not defined herein shall have the meanings ascribed thereto in the MOU.

2. Section B of Article 3, Scope of Project, is hereby amended by adding the following to the end thereof:

   Notwithstanding anything else in this Article 3, and exclusively for the period of July 1, 2020, through March 10, 2021, due to the COVID-19 disaster emergency and the changes in the program model for the summer of 2020, DOE and DYCD shall amend their scope of services, as indicated in the First Modification, to implement the changes necessary for SYEP Summer BRIDGE.

3. Article 4, Scope of Services – DOE, is hereby amended to add the following Section at the end thereof:

   E. Notwithstanding anything else in this Article 4, and exclusively for the period of July 1, 2020, through March 10, 2021, due to the COVID-19 disaster emergency and the changes in the program model for the summer of 2020, DOE shall, either directly or indirectly through funded contractors, provide the following services:

      1. For the SYEP Summer BRIDGE for the CareerReady service option:

         a. DOE shall provide a list of schools designated to administer CareerReady SYEP Summer BRIDGE in writing to DYCD.

         b. Due to the COVID-19 disaster emergency and the fact that the majority of program services will be delivered remotely online, DOE shall not be required to provide space at schools for program services.

         c. DOE shall provide guidance for School Leadership on student selection for SYEP Summer BRIDGE. School Leadership will select students to participate in the SYEP Summer BRIDGE for CareerReady, including CareerCLUE, and students to be placed on the wait list. School Leadership will further ensure that only students eligible for SYEP are referred to the program, and will support students in acquiring all required eligibility paperwork.

         d. Schools will work with SYEP Contractors to determine industry priorities for project development.

e. For the schools designated to provide CareerCLUE to Participants, DOE will coordinate with CareerCLUE's curriculum provider(s), Community School staff, and SYEP Contractors to ensure that cohorts are no larger than 40 students and a 1:40 Facilitator-to-Participant ratio is maintained to implement the curriculum. Facilitators shall include one certified instructor from the participating school, one certified instructor from the CareerCLUE curriculum provider, and one staff member from the SYEP Contractor.

2. For SYEP Summer BRIDGE for Youth with Disabilities: The DOE shall, either directly or indirectly through funded contractors, provide SYEP Summer BRIDGE services to up to 200 Participants, which shall include 50 Younger Youth and 150 Older Youth, as set forth in the hereto attached Appendix C-1, SYEP Summer BRIDGE for Youth with Disabilities Scope of Work, Program Plan, and Budget.

3. DOE shall determine requirements for granting academic credit(s) to SYEP Participants, including those enrolled in SYEP Summer BRIDGE for CareerReady, Youth with Disabilities, and Emerging Leaders, and utilize Data provided by DYCD to identify Participants eligible to receive academic credit(s).

4. DOE acknowledges that DYCD may wish to evaluate the SYEP Summer BRIDGE for CareerReady and/or Youth with Disabilities programs. Both DOE and DYCD agree to cooperatively work with one another and with the evaluator, to the extent possible toward any agreement, including any data sharing agreement, needed in order to conduct such evaluation. Such evaluation will be contingent upon DOE Research and Policy Support Group approving what data is shared, the third party evaluator attaining IRB approval for evaluation methods, and any other review or approval needed in light of the City's Identifying Information Law, effective June 15, 2018.

3. Article 5, Scope of Services – DYCD, is hereby amended to add the following Section at the end thereof:

C. Notwithstanding anything else in this Article 5, and exclusively for the period of July 1, 2020, through March 10, 2021, due to the COVID-19 disaster emergency and the changes in the program model for the summer of 2020, DYCD shall, either directly or indirectly through funded contractors, provide the following services:

1. For the SYEP Summer BRIDGE for Career-Ready service option:

a. DYCD shall cause its SYEP Contractors to operate the SYEP Summer BRIDGE for CareerReady, which is attached hereto as Appendix B-1.

b. DYCD shall notify DOE when changes occur in SYEP Contractors.

c. DYCD will provide DOE an annual summary report for the SYEP Summer BRIDGE for CareerReady. The summary report will include the list of participating schools and number of Participants served.

d. DYCD shall ensure SYEP Contractors have obtained parental consent forms from students participating in SYEP Summer BRIDGE programs, based on a template provided by DYCD to DOE for review.

2. At the conclusion of SYEP Summer BRIDGE program services for CareerReady, SYEP for Youth with Disabilities, and Emerging Leaders, DYCD shall send data necessary for DOE to grant academic credit to eligible Participants, which will include:

a. Participant's name;

b. Participant's date of birth;

c. Whether Participant received a full, partial, or no stipend; and

d. Where indicated by DOE as necessary, student training plans and evaluation reports.

4. Article 6, Section A, is hereby amended such that:

Clause (a) of Subsection 2 is hereby deleted and replaced with the following:

"During the Term, DYCD shall reimburse DOE up to an amount not to exceed one million forty four thousand seven hundred fifty dollars ($1,044,750) for all services provided, as outlined in Article 4, Sections B and E(2), during the Term on a cost-reimbursement basis, in accordance with the City of New York Health and Human Services Cost Policies and Procedures Manual ("Cost Manual") (available at nyc.gov/hrc, which shall take precedence over the DYCD Fiscal Manual in the event of a conflict), the DYCD Fiscal Manual, and an annual line-item budget approved in advance by DYCD, which are attached hereto in Appendices C and C-1, as follows:

Clause (a)(ii) of Subsection 2 is hereby deleted and replaced with the following:

"During the period beginning July 1, 2020, and ending June 30, 2021, DYCD shall reimburse DOE an amount not to exceed $164,400, which includes $44,400 for Younger Youth and $120,000 for Older Youth;"

Clause (b) of Subsection 2 is deleted and replaced with the following:

i. "The maximum amounts to be reimbursed under this Agreement are based on DYCD paying DOE a determined rate per Participant for the specific number of Participants identified in the line item budgets submitted by DOE. DYCD shall reimburse DOE for Participants served at a rate not to exceed: six hundred dollars ($600) per Younger Youth Participant, as defined in Appendix C, Scope of Work, SYEP for Youth with Disabilities – Younger Youth, and four hundred fifty dollars ($450) per Older Youth Participant, as defined in Appendix C, Scope of Work, SYEP for Youth with Disabilities – Older Youth. Notwithstanding the foregoing or anything else in this Clause (b) of Subsection 2, and exclusively for program year two, due to the COVID-19 disaster emergency and the changes in the program model for the summer of 2020, DYCD shall reimburse DOE for Participants served at a rate not to exceed $600 (six hundred dollars) per Participant, as defined in Appendix C-1, SYEP Summer BRIDGE for Youth with Disabilities Scope of Work.

ii. During the Term, DOE shall serve:

a) 126 Younger Youth and 787 Older Youth in program year one;

b) 40 Younger Youth and 234 Older Youth in program year two; and

c) 300 Younger Youth and 700 Older Youth in program year three."

Clause (c) of Subsection 2 is hereby amended to add the following at the end thereof:

"Notwithstanding anything else in this section and exclusively for the period of July 1, 2020, through June 30, 2021, due to the COVID-19 disaster emergency and the changes in the program model for the summer of 2020, DOE shall only be entitled to reimbursement for the number of Participants DOE has actually enrolled and served in accordance with the terms of this Agreement, including Appendix C-1, SYEP Summer BRIDGE for Youth with Disabilities Program Plan, and the line-item budget approved by DYCD."

5. Appendix B-1, SYEP Summer BRIDGE for CareerReady Scope of Work, which is attached hereto, is hereby appended to the end of Appendix B, and shall supersede Appendix B for the period of July 1, 2020, through March 10, 2021.

6. Appendix C-1, SYEP Summer BRIDGE for Youth with Disabilities Scope of Work, Program Plan, and Budget, which are attached hereto, are hereby appended to the end of Appendix C. Appendix C-1, SYEP Summer BRIDGE for Youth with Disabilities Scope of Work shall supersede Appendix C Scope of Work for program year two.

7. Except as expressly amended by this Modification, the terms and conditions of the MOU remain unchanged and in full force and effect.

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IN WITNESS WHEREOF, the parties have executed this First Modification as of the date first above written.

CITY OF NEW YORK DEPARTMENT OF EDUCATION	**CITY OF NEW YORK DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT**
Jonathan Santiago	Caroline Press
Name: Jonathan Santiago Title: Executive Director of Transition and College Access Centers	Caroline Press General Counsel
09/10/20	11/06/2020
Date	Date

Appendix B-1
SYEP Summer BRIDGE for CareerReady
Scope of Work

SUMMER YOUTH EMPLOYMENT PROGRAM

SCOPE OF WORK

CAREERREADY[1]

JULY 1, 2020 – MARCH 10, 2021

SYEP SUMMER BRIDGE

ARTICLE I – DEFINITIONS

As used in this Agreement, the following terms will have the meanings set forth below:

1) "ADA" means the federal Americans with Disabilities Act.
2) "Agreement" means the Standard Human Services Agreement and all Riders and Appendices thereto.
3) "CareerCLUE" means the Community Learning, Understanding and Experience Enrichment Program developed by the DOE, as defined herein, and the New York City Center for Youth Employment. CareerCLUE provides a foundational career development experience for young teens, supporting their acculturation to the world through service learning projects while strengthening academics and facilitating self-assessment and consideration of career paths.
4) "City" means New York City.
5) "COVID-19" means the novel coronavirus discovered in 2019 that necessitated the issuance of New York State Governor's Executive Order 202, *et. seq.*, ("E.O. 202"), declaring a State disaster emergency for the entire State of New York (i.e., NY on PAUSE).
6) "DOE" means the City Department of Education.
7) "DYCD Fiscal Manual" means the Fiscal Manual for Community Based Organizations, as amended or revised during the Term, as defined in the Agreement, published by DYCD.
8) "Enrollment Requirements" mean the minimum documentation required to be presented to Contractor in order to participate in SYEP, including valid Identification and Residency Documents, as defined herein, and, if aged seventeen (17) or younger, parental or guardian consent to participate in SYEP.
    a) "Identification Documents" means proof of identity and age, such as a birth certificate, NYS driver/non-driver license, social security card, valid U.S. passport, or alien registration card.
    b) "Residency Documents" means proof of New York City residency, such as a current utility bill or official mail from a federal, state, or city agency addressed to the Participant, or the Participant's parent or guardian if Participant is aged 17 or younger, Participant's official

[1] The School-Based SYEP program has been renamed to CareerReady.

school transcript or a recent report card with address, a NYS driver/non-driver license, or a current lease.

9) "Hats & Ladders" means the digital platform developed for Participants to engage in a web-based/digital Work Readiness Training curriculum via a mobile app.

10) "Participant" means a City resident who:

   a) meets the Enrollment Requirements of SYEP,

   b) is enrolled in SYEP,

   c) is a student enrolled in a designated School Site; and

   d) as of the first day of the Program Period, is either:

      i) aged fourteen (14) through fifteen (15) ("Younger Youth Participant"); or

      ii) aged sixteen (16) through twenty-one (21) ("Older Youth Participant").

11) "Participant Enrollment Survey" or "PES" means the standardized assessment tool provided by DYCD to Contractor to be used to evaluate the specific interests, strengths, and needs of each Participant and to determine each Younger Youth Participant's Project Assignment and each Older Youth Participant's Project and Workplace Challenge Assignments, as well as Supportive Services for all Participants. The PES consists of several forms, some of which are to be filled out by the Contractor and others by the Participant and the Participant's parent or guardian if aged 17 or younger.

12) "Private Sector" means for-profit or non-governmental entities, as well as large private, not-for-profit organizations such as hospitals and universities.

13) "Program Facility/ies" means the location/s from which Contractor normally administers the SYEP Program and provides Program Services as defined herein, but will not be used for these purposes, except for rare exceptions as outlined herein, due to COVID-19.

14) "Program Period" means a continuous five-week period scheduled by DYCD, during which all Participants participate in Work Readiness Training, Younger Youth participate in Project-Based Learning Experience/s, and Older Youth participate in Project-Based Learning Experience/s and Workplace Challenge/s.

15) "Program Services" include, but are not limited to, the following services provided by the Contractor"

   a) Participant outreach and recruitment;

   b) Project-Based Learning Experiences and Workplace Challenges development;

   c) Participant application, selection, and enrollment;

   d) Matching and placement of Participants in Work Readiness Training, Project Assignments, and/or Workplace Challenges, including developing, implementing, and maintaining the PES for each Participant;

   e) Work Readiness Training on the Hats & Ladders platform;

f) Supportive Services; and

g) Project-Based Learning Experiences, CareerCLUE, and/or Workplace Challenges.

16) "Project-Based Learning Experience/s" means time spent by Participants participating in project-based learning activities provided either in-person or virtually by Contractor, excluding those Younger Youth assigned to participate in CareerCLUE.

17) "Project Assignment/s" means a project cohort in which a Participant shall be placed for their Project-Based Learning Experience, based on the Contractor's assessment of the Participants' age, skills, needs, and interests. Project Assignments shall be developed by the Contractor, and should be developed in conjunction with School Leadership.

18) "Project Staff" means staff of the Contractor or community partners assigned to administer and facilitate Project-Based Learning Experience/s, CareerCLUE, and/or Workplace Challenges, and to supervise Participants.

19) "School Leadership" means the School Principal and/or other School staff designated by the Principal or the DOE to have decision-making authority for the CareerReady SYEP collaboration with Contractor.

20) "School Partnership Agreement" means the agreement between the Contractor and the School Principal outlining the agreed-upon terms for operating the CareerReady SYEP within the designated School or Campus Site, as defined herein.

21) "School Site/s" means the designated DOE school, developed by the DOE, at which all Program Services would normally take place, but will not be used for these purposes, except for rare exceptions as outlined herein, due to COVID-19. "Campus Site/s" includes the designated DOE school and other school(s) that work collaboratively in sharing facilities. "Program Facility/ies" means those facilities outside of the School or Campus Site/s that Contractor may use to deliver Program Services, only where necessary, and with prior approval from DYCD.

22) "Staff" means all persons, whether paid or volunteer, engaged by Contractor or a subcontractor to provide Program Services pursuant to the Agreement.

23) "State" means New York State.

24) "Supportive Services" include, but are not limited to, health care, financial assistance, referral to drug and alcohol abuse counseling, individual and family counseling, special services and materials for individuals with disabilities, job coaches, child and dependent care, meals, temporary shelter, financial counseling, and other services considered by the Contractor, in consultation with School Leadership, to be necessary for participation in SYEP.

25) "SYEP" means Summer Youth Employment Program.

26) "SYEP Manual" means the DYCD Summer Youth Employment Program Policies and Procedures Manual, which describes DYCD's policy and procedural requirements for SYEP. The SYEP Manual will be updated and distributed by DYCD annually.

27) "Workplace Challenge" means a learning experience for Older Youth Participants that will involve developing a tangible product to highlight on their resume.

28) "Work Readiness Training" means lectures, seminars, workshops, and other activities which are for the benefit of Participants, which will take place on the Hats & Ladders platform.

29) "Youth with Disabilities" shall mean Participants who are identified and documented as being physically, cognitively, or emotionally impaired.

ARTICLE II – PROGRAM SERVICES

Contractor shall provide Program Services, directly or through approved subcontractors, in accordance with this Agreement, including but not limited to the July 1, 2020 – March 10, 2021, Program Plan, Appendix C, the SYEP Manual, and the Fiscal Manual, and the high standards of professional quality customary to Contractor's industry, including any changes in laws and regulations due to the COVID-19 pandemic, and subject to the conditions identified in the CareerReady SYEP Request for Proposals, Appendix E, as follows:

1) SYEP Goals.
   a) Contractor shall provide Program Services, either over digital platforms or in person, consistent with the goal of helping Participants achieve the following objectives:
      i) Develop social skills, including communication, critical thinking, decision-making and problem-solving skills, and self-management;
      ii) Learn work norms and culture;
      iii) Understand career pathways and decision points, including the linkages among educational attainment, relevant experience, demonstrable skills, and career advancement;
      iv) Build professional networks; and
      v) Learn to manage money (e.g., budgeting, opening a bank account).
   b) Contractor shall collaborate with the DOE (and its contractors, where applicable), in accordance with the terms of the School Partnership Agreement, to operate a CareerReady SYEP Program that strengthens connections between academic learning and summer career exploration.
   c) Contractor shall develop Project-Based Learning Experience/s for Participants that:
      i) Closely match Participants' interests;
      ii) Provide enriching career exploration;
      iii) Emphasize foundational work-readiness;
      iv) Help foster youth leadership; and
      v) Develop social and emotional skills.
   d) Contractor shall develop and/or facilitate Workplace Challenge/s for Older Youth that:
      i) Connect youth to their communities and/or provider partners;

ii) Ddeliver an authentic learning experience that facilitates career exploration and work readiness;

iii) Builds critical executive skills including teamwork, communication, project management, and creativity;

iv) Provides an opportunity for youth to develop a tangible product to highlight on their resume; and

v) Where possible, relates to NYC's recovery from the coronavirus, with projects related to public health, educational, infrastructure development, and supporting small businesses.

2) Project-Based Learning Experience and Workplace Challenge Development.

a) For Participants not assigned to CareerCLUE, Contractor shall identify and develop a range of both Project Assignments and Workplace Challenge Assignments in which Participants may be placed to meet the required hours and the goals of the Project-Based Learning and Workplace Challenge Experiences. Workplace Challenges are optional for Participants enrolled in CareerCLUE. Contractor shall also have access to:

i) A virtual library designed by the Youth Development Institute ("YDI") that will provide curricula for a range of Project-Based Learning Experiences; and

ii) A virtual library designed by Grant Associates that will provide curricula for a range of Workplace Challenges.

b) Younger Youth: Contractor shall arrange for seven (7) hours of Project-Based Learning Experience for each Participant during the first three (3) weeks of the Program Period and twelve (12) hours of Project-Based Learning Experience for each Participant during the last two (2) weeks of the Program Period, for a total of forty-five (35) hours over the Program Period.

c) Older Youth: Contractor shall arrange for the following:

i) Eight (8) hours of Project-Based Learning Experience or CareerCLUE activities for each Participant during the first two (2) weeks of the Program Period;

ii) Eight (8) hours of Project-Based Learning Experience/CareerCLUE and/or Workplace Challenge activities for each Participant during the third week of the Program Period; and

iii) Eighteen (18) hours of Project-Based Learning Experience/CareerCLUE and/or Workplace Challenge activities for the last two (2) weeks of the Program Period;

iv) For a total of sixty (60) hours over the Program Period.

d) Contractor may schedule Project-Based Learning Experiences, CareerCLUE, and/or Workplace Challenge activities on any day of the week, including weekends. Contractor should choose a schedule that accommodates the needs of Participants, including religious observance and summer school attendance.

e) Contractors should endeavor to develop Project-Based Learning Experience/s and/or Workplace Challenges that connect to one of the City's priority sectors and/or center on

fostering civic engagement and providing Participants with opportunities that benefit their community or address social issues.

f) Contractor shall provide Project-Based Learning Experience/s and Workplace Challenges either in-person ("In-Person Services") or remotely through the use of one or more videoconferencing platforms approved by DYCD ("Remote Services").

3) Participant Outreach and Recruitment.

a) Before the CareerReady SYEP applications deadline, which has been pushed back by DYCD due to COVID-19, Contractor will work with the School to promote application availability and engage in recruitment activities that may include, but are not limited to, posts on social media, distribution of flyers at the School or Campus Site/s, advertising in community newspapers, presenting programs at schools and to community groups, representing SYEP at job fairs and other community events, and coordinating with appropriate agencies. Physical recruitment shall not be required where safe physical distancing cannot be achieved for Contractor staff or Participants.

b) In collaboration with Contractor, School Leadership will develop Participant identification and recruitment protocols, as well as Participant selection criteria, which will be shared with Contractor and with the student body.

c) School Leadership shall refer Participants to Contractor until all slots have been filled, and will develop and maintain a waitlist if necessary.

d) Campus Sites will have a lead school whose Principal will be responsible for managing all referrals and has the option of involving the other schools on the campus.

e) If the DOE projects that the designated school may not be able to fill all of the slots in the program, the DOE will work with the designated School Leadership to partner with other schools co-located within the campus to fill all slots available in the program.

f) Only students from the designated School or Campus Site are allowed to participate in the CareerReady SYEP program.

g) Contractor is strongly encouraged to recruit prospective Youth with Disabilities.

h) School Leadership shall recruit, and Contractor shall serve, Participants regardless of actual or perceived age, religion, religious practice, creed, sex, gender, gender identity or gender expression, sexual orientation, status as a victim of domestic violence, stalking, and sex offenses, familial status, partnership status, marital status, caregiver status, pregnancy, childbirth or related medical condition, disability, presence of a service animal, predisposing genetic characteristics, race, color, national origin (including ancestry), alienage, citizenship status, political activities or recreational activities as defined in N.Y. Labor Law 201-d, arrest or conviction record, credit history, military status, uniformed service, unemployment status, salary history, or any other protected class of individuals as defined by City, State or Federal laws, rules or regulations.

4) Participant Application, Selection, and Enrollment.

a) As directed by DYCD due to COVID-19, Contractor shall encourage Participants to complete applications and shall assist Participants with their applications. Contractor shall work with School Leadership to identify internet-connected computer stations at the School

or Campus Site for youth to apply online using DYCD's online application system, where applicable. Contractor should use its Program Facility/ies only where necessary. Contractor shall also distribute SYEP paper application forms, assist youth in completing their applications, and collect completed applications. All completed hard-copy applications submitted to the Contractor shall be entered by Contractor into the application management system designated by DYCD.

b) Contractor shall enroll Participants in accordance with the procedures set forth in the SYEP Manual and the following:

   i) Contractor shall notify Participants by email, phone call, and/or text message of the enrollment process, as coordinated with the School Leadership.

   ii) Contractor shall verify that each prospective Participant has provided, via upload to a DYCD-designated portal, all documents necessary to meet the Enrollment Requirements.

   iii) Contractor shall ensure that a PES is completed for each Participant, using forms provided to Contractor by DYCD ("PES Forms"), and shall maintain PES Forms as a record. Contractor shall use the PES to assess each Participants' specific interests, strengths, and needs, and to determine the Participant's Project/CareerCLUE/Workplace Challenge Assignments and Supportive Services, where necessary.

c) Contractor shall enroll Participants in a timely manner. If Contractor is unable to enroll a Participant within a reasonable timeframe, as established by DYCD, Contractor shall notify School Leadership of its inability to enroll the Participant and School Leadership may designate a replacement Participant to be enrolled by Contractor.

d) Contractor shall notify School Leadership in the event that a Participant enrolled by Contractor withdraws from, or otherwise discontinues participation in, SYEP. In such cases, a replacement Participant may be designated by School Leadership, in which case Contractor shall enroll the replacement Participant.

e) If Contractor enrolls a replacement Participant, Contractor will only be considered to have served a single Participant for purposes of Section 3.03 of the Standard Human Services Agreement and Appendix C, Program Plan.

f) Between twenty and forty percent (20-40%) of Participants enrolled by Contractor shall be Younger Youth and between sixty and eighty percent (60-80%) of Participants shall be Older Youth.

g) Contractor shall not charge, impose, or request, nor allow any third party to charge, impose, or request, any fee, payment, or condition of any kind with respect to the application, participation, or employment of any Participant.

5) <u>Work Readiness Training</u>.

   a) During the first three (3) weeks of the Program Period, Contractor shall ensure that each Participant is able to access the Hats & Ladders platform in order to complete Work Readiness Training, as follows:

      i) For Younger Youth: five (5) hours per week, for a total of fifteen (15) hours; and

ii) For Older Youth: ten (10) hours per week, for a total of thirty (30) hours.

b) Contractor shall be responsible for facilitating and tracking all Work Readiness components of the program to ensure youth are engaged. Contractor shall ensure that Participants understand that engagement and participation in Work Readiness Training will directly impact distribution of their stipend.

c) Contractor shall support youth on the Hats & Ladders platform as they build on foundational employability skills, such as:

i) Applied knowledge (e.g., written and verbal communication skills, critical thinking skills problem-solving, and effective use of technology);

ii) Interpersonal skills (e.g., teamwork and collaboration, conflict resolution, integrity, and sense of responsibility); and

iii) Workplace skills (e.g., time management, communication strategies, information, and media and technology skills).

d) Contractor shall provide an introduction to the program, which may take place on the first day of the Program Period and may count toward the hour requirement during the first week. The introduction shall provide SYEP policies and procedures, and cover topics such as project assignments, program expectations, how to receive a stipend, and other program logistics, opening bank accounts, direct deposit and payment card use.

e) Contractor shall monitor and report to DYCD Participant completion of Work Readiness Training on the Hats & Ladders platform, using data provided by Hats & Ladders.

f) DYCD may increase or decrease the required number of Work Readiness Training hours provided to each Participant during the Agreement term or in any renewal term.

6) Participant Matching and Placement.

a) Contractor shall, in consultation with School Leadership, place each Participant in the Project/CareerCLUE/Workplace Challenge Assignments that best correspond with the Participant's needs, goals, and interests, as reflected in the Participant's PES, in order to provide the Participant with opportunities to explore career interests, acquire good work habits and develop employment-related skills. Project/CareerCLUE/Workplace Challenge Assignments should be appropriate for participants' age, skills, needs interests, and employment barriers.

b) Project Assignments and Workplace Challenges.

i) Project and Workplace Challenge Assignments should be tailored to meet the developmental needs of youth and provide them with enriching career exploration, emphasize foundational work-readiness skills, advance participants' baseline understanding of the labor market, and help build social and emotional learning skills. Project-Based Learning Experience/s and Workplace Challenges should reinforce those employability skills fostered during Work-Readiness Training. Project and Workplace Challenge Assignments must meet DYCD's minimum standards, as outlined in the SYEP Manual.

ii) Project Assignments must meet DYCD's minimum standards for Project-Based Learning Experience/s and Workplace Challenges, as outlined in the SYEP Manual.

iii) Participants will earn a stipend during the Program Period for participation in Work Readiness Training, Project-Based Learning Experience/s, CareerCLUE, and/or Workplace Challenge/s.

iv) Due to the safety risks posed by COVID-19, Project-Based Learning Experience/s, CareerCLUE, and Workplace Challenge/s must take place online.

v) All Participant Project Assignments will be subject to DYCD approval. The SYEP Manual will provide guidance on acceptable Project Assignments. All Project-Based Learning Experiences developed by YDI and Workplace Challenges developed by Grant Associates will have DYCD approval.

c) CareerCLUE.

i) DOE, in collaboration with DYCD, will select certain School or Campus Sites to deliver Enrichment Services through the CareerCLUE program. School Leadership will select Participants to participate in the CareerCLUE program.

ii) CareerCLUE projects should expose Participants to a targeted workforce sector, while advancing their academic learning and connecting this learning to their future in the workforce.

iii) CareerCLUE programs will incorporate:

(1) Classroom hours co-taught by certified DOE teachers and DOE contractors, provided by the School or Campus Site; and

(2) Related classroom lab work and field trips.

iv) The schedule and program plan for each individual CareerCLUE will be developed by the School or Campus Site, DOE, DOE contractor/s, and the Contractor.

v) Each CareerCLUE classroom will serve up to thirty (30) students. The Contractor shall devote one staff member to each CareerCLUE virtual classroom, who will support virtual classroom enrichment and management with DOE teacher/s and DOE contractor/s.

vi) Participants will earn a stipend during the Program Period.

vii) Participants may earn one academic credit for participation in the CareerCLUE program, pending approval by the School Principal.

viii) CareerCLUE activities must take place virtually, due to COVID-19. If any activities will take place at the School or Campus Site, or Contractor's Program Facility/ies where necessary and with DYCD approval.

ix) If there are more Participants than slots in the CareerCLUE program, Contractor shall assign the remaining Participants to Project-Based Learning Experience/s and/or Workplace Challenge/s, as applicable.

7) Project-Based Learning Experience/s, CareerCLUE, and Workplace Challenges.

a) During the period July through August, Contractor shall prepare, maintain, verify, and report completion of activity/assignment units for each Participant, indicating all Project-Based Learning, CareerCLUE, and/or Workplace Challenge activity/assignment units

Participant completed, for each week of the Program Period in accordance with the standards set forth in the SYEP Manual.

b) Contractor shall solicit feedback on the value and appropriateness of Project, CareerCLUE, and/or Workplace Challenge Assignments from each Participant throughout the Program Period. Contractor shall provide follow-up support to Participants throughout the Program Period. Such follow-up support shall include, but not be limited to, monitoring of in-person and virtual activities/assignments and each Participant's units of participation, resolving conflicts between Participants and Project Staff, and, where necessary, replacement Project, CareerCLUE, and/or Workplace Challenge Assignments.

c) Contractor shall require Project Staff to complete evaluations of each Participant two (2) times during the Program Period, using evaluation forms supplied by DYCD.

d) Contractor shall monitor, record, verify, and report Participants' completion of Project-Based Learning, CareerCLUE, and/or Workplace Challenge activity units in accordance with the standards set forth in Article III of this Scope of Work and the SYEP Manual.

e) DYCD may increase or decrease the required number of Project-Based Learning Experience, CareerCLUE, and/or Workplace Challenge hours/units provided to each Participant during the Agreement term or in any renewal term.

f) Contractor shall administer a survey, which shall be provided by DYCD to Contractor, to Participants during the final week of the program, in order to elicit their feedback on SYEP. Contractor shall not withhold a Participant's stipend in order to ensure that the Participant completes the survey.

8) Supportive Services.

a) Throughout the duration of the Program Services outlined above, Contractor shall work with School Leadership to provide Supportive Services as needed in accordance with Participants' PES, directly or through referral agreements with other community-based service providers and not-for-profit organizations.

b) All Supportive Services referral agreements between Contractor and other community-based service providers and not-for-profit organizations shall be in accordance with the terms of the Agreement between DYCD and Contractor.

c) Nothing contained in any such referral agreement shall impair the rights of DYCD under this Agreement.

d) Contractor shall not in any way be relieved of any responsibility under this Agreement by virtue of any referral or any such referral agreement.

e) Nothing contained in any such referral agreement, or in this Agreement, shall create any contractual relationship between DYCD and the entity with whom Contractor has entered into a referral agreement.

f) Contractor shall follow up with respect to each referral to ensure that services were received satisfactorily.

9) Community Partnerships.

a) Contractor shall secure community partnerships with external entity/ies that enhance Program Services, including with, but not limited to, the following external entities:

   i) Employers and organizations that would support work readiness, skill-development, and career awareness and exposure, including knowledge of career pathways connected to the City's priority sectors;

   ii) Educational organizations that would enhance program activities (e.g., programs that teach about financial literacy, college access and post-secondary educational options);

   iii) Organizations that would support Participants' connections to work or education after SYEP completion, including programs or services that would provide participants with career exposure and job opportunities, occupational training, or post-secondary education;

   iv) Organizations that provide financial literacy and financial counseling and appropriate financial and banking products;

   v) Organizations or entities that can further develop civic engagement and youth leadership opportunities;

   vi) Organizations that can connect youth to mentors (e.g., NYC Service, NYC Mentoring Initiative);

   vii) Other DYCD programs in their community that could provide additional enrichment or supportive services; and

   viii) Organizations that could provide supportive services to Participants, (e.g., mental health, housing, health, food and nutrition, housing, substance abuse treatment, legal, childcare, financial resources).

b) Subcontractors are considered community partnerships.

ARTICLE III – ADMINISTRATIVE REQUIREMENTS, RECORD KEEPING, AND REPORTING

1) Contractor shall comply with all DYCD policies, administrative procedures, and reporting requirements as set forth herein, and in accordance with the SYEP Manual and DYCD Fiscal Manual. This shall include any guidance regarding safety and protocols related to COVID-19.

2) Contractor shall engage in continuous quality improvement practices and shall cooperate with DYCD or a DYCD representative to administer any surveys or evaluation studies.

3) Resources.

   a) Contractor shall maintain sufficient personnel and resources, including computer technology, to deliver Program Services, including enhanced Supportive Services where warranted, and perform necessary administrative functions throughout the Term, including, but not limited to:

      i) Program evaluation;

      ii) Implementation of corrective action required by DYCD;

      iii) Program monitoring, including monitoring of virtual platforms;

iv) Program research and development, including the preparation of reports required by DYCD; and

v) Fiscal reporting, review, audit, and close-out of the Program.

b) Contractor shall ensure that appropriate Program Staff are trained to perform programmatic and fiscal monitoring and reporting in accordance with DYCD procedures and requirements, and utilize any software or other computer technology DYCD deems necessary to perform such monitoring and reporting. At a minimum, Contractor shall work with School Leadership to ensure that its Program Staff members have access to computers at the School or Campus Site, and the Program Facility/ies where necessary, or at their homes for telework due to COVID-19, and with the following technological requirements:

i) An operating system comparable to Microsoft Windows 10 or greater that is still supported by Microsoft and has not reached its end of service life;

ii) A modern browser at the latest version (i.e., Chrome, Firefox, Edge, Safari);

iii) A broadband connection with good internet speed;

iv) Up-to-date antivirus software;

v) A computer system that employs hierarchical password protection to define and restrict access to specified users; and

vi) Firewall software or hardware.

c) Contractor shall comply with the following requirements in providing all Remote Services:

i) Contractor shall utilize one or more secure videoconferencing platforms for the provision of Remote Services. Contractor shall obtain the necessary subscriptions, licenses, and approvals for the use of such platforms. Contractor shall not infringe upon any intellectual property rights in the use of such platforms. Contractor shall be responsible for installing any software and security updates for such platforms.

ii) Contractor shall have the capacity to conduct meetings, workshops, and trainings remotely using such platforms, and ensure that its staff are properly trained to use such platforms.

iii) Contractor shall ensure accessibility of Remote Services in compliance with the Americans with Disabilities Act.

iv) Contractor shall review and make best efforts to comply with the recommendations in the "Frequently Asked Questions Regarding Remote Program Services" issued by DYCD as of July 14, 2020, attached herein as Exhibit A, in an effort to ensure appropriate staff and participant conduct during provision of Remote Services.

v) Contractor shall comply with any additional DYCD guidance provided from time to time with respect to Remote Services.

4) <u>School or Campus Site/s and Program Facility/ies</u>.

a) Requirements in this section (4), subsections (b) through (d) shall only apply if the stay-at-home requirements of Executive Order 202.6, *et seq.*, are lifted and Contractor has developed a safety plan for allowing Participants to access Program Facility/ies for In-

Person Services. Contractor shall comply with the following requirements for providing In-Person Services:

i) Contractor shall review and comprehend the NY State Forward office re-opening guidance for essential businesses. Per Executive Order 202.6 issued by the Governor of the State of New York, human service providers are designated as essential businesses. Contractor shall submit an electronic affirmation to New York State that it has reviewed the re-opening guidance and shall operate in accordance with such guidance.

ii) Contractor shall complete a "NY State Forward Safety Plan Template" for each Program Facility prior to commencing In-Person Services. Each Program Facility shall have a copy of such Safety Plan on file, which shall be made available to DYCD and other City and State oversights for inspection upon request. Contractor shall designate a Site Safety Monitor at each Program Facility who shall ensure compliance with Contractor's Safety Plan.

iii) Contractor shall comply with all Executive Orders issued by the Governor of the State of New York related to COVID-19 public health measures, including Executive Order Number 202 "Declaring a Disaster Emergency in the State of New York" issued on March 7, 2020 and continued as of July 21, 2020, for as long as such orders are in effect.

iv) DYCD shall provide personal protective equipment where requested by Contractor.

v) Contractor shall assess the Project Staff-to-Participant ratio and make reductions where necessary to ensure that Project Staff and Participants are properly socially distanced.

vi) Contractor shall comply with any additional DYCD, City, State or federal guidance provided from time to time with respect to COVID-19 Public Health Provisions.

b) Contractor shall work with the School Leadership, which will secure adequate space within the school building and/or campus for all Program Services to take place. If the School and Contractor decide to hold events or conduct program services outside the School or Campus Site, with advance approval from DYCD, then Contractor shall secure and maintain Program Facility/ies that is/are of appropriate size and design to:

i) Adequately accommodate Contractor's staff and ensure that all Participants receive Program Services within the required timelines during the Program Period; and

ii) Permit safe and effective delivery of Program Services, including but not limited to Participant Outreach, Recruitment, Application, Selection, and Enrollment, Work Readiness Training, payment card distribution, Supportive Services, and SYEP administration.

c) Program Facility/ies must be accessible by public transportation.

d) Pursuant to the ADA, Program Facility/ies must be accessible in accordance with the ADA Accessibility Guidelines for Buildings and Facilities or, with prior written approval by DYCD, appropriate alternative measures must be taken to make Program Services accessible to Youth with Disabilities.

e) Contractor shall recruit, identify, and develop a sufficient number of Project Assignments and/or Workplace Challenges to provide structured programming either in-person or in virtual environments to all Participants. All Project Staff must be able to provide a planned, well-supervised experience for Participants. All Project Assignments and/or Workplace Challenges must be approved by DYCD; Contractor shall enter information for every Project Assignment and/or Workplace Challenge into the project management system designated by DYCD and submit the Project Assignment and/or Workplace Challenge for DYCD approval. Contractors may not place Participants into a Project Assignment and/or Workplace Challenge without DYCD approval.

f) Each Project Assignment, CareerCLUE, and/or Workplace Challenge shall maintain a Project Staff-to-Participant ratio no greater than 1:40 for Remote Services and 1:12 for In-Person Services, ample equipment and supplies, and a safe, hazard-free program environment, including virtual platforms. Each Project Assignment and/or Workplace Challenge shall be no more than forty (40) Participants per cohort.

g) Record Keeping. Contractor shall complete the following forms provided by DYCD:

   i) A written proposal for each Project-Based Learning Experience and Workplace Challenge, which outlines the Project Staff's obligations and responsibilities related to the operation of the Project/Workplace Challenge Assignment, as well as an acknowledgment of the SYEP terms and conditions; and

   ii) A written agreement between the Contractor and each Participant assigned thereto that outlines the terms, conditions, obligations, and responsibilities of both parties for the duration of the Participant's Project-Based Learning Experience, CareerCLUE, and/or Workplace Challenge Assignment ("Participant Project Referral").

h) Nothing contained in the project proposal or Participant Project Referral shall impair DYCD's rights under this Agreement, relieve Contractor of any responsibility under the Agreement, or create any contractual relationship between DYCD and the Project Staff or the Participant.

i) Contractor shall submit copies of all Project and Workplace Challenge proposals to DYCD for prior approval , and retain the same on file digitally for review by DYCD. Contractor shall digitally retain all copies of Participant Project Referrals on file for review by DYCD.

j) Contractor shall provide policy and procedures guidelines and in-service orientation to all Project Staff, which may be virtual, and ensure that each implements and maintains appropriate policies and procedures specific to SYEP Participants. Such orientation for Project Staff must include training in SYEP policies and procedures, as well as supervisory skills and techniques.

5) SYEP Participant Compensation.

a) Contractor shall ensure that the appropriate members of its staff are familiar with and trained in the Participant compensation procedures mandated by DYCD and/or the payment management system designated by DYCD ("Payment Management System"), in accordance with the SYEP Manual and the following:

i) Contractor shall require the appropriate members of its staff to attend training sessions on the payment management system and the procedures for ensuring Participants receive payment either through direct deposit or payment cards;

ii) Contractor shall cooperate with the payment provider designated by DYCD ("Payment Provider") and/or DYCD in resolving any payment issues during the Program Period; and

iii) Disputes between Contractor and the Payment Provider shall be resolved in accordance with DYCD policies and procedures.

b) On a weekly basis during Program Services, and in compliance with the procedures, schedules, and deadlines established by DYCD, Contractor shall enter the total number of activity/assignment units of participation in Work Readiness Training, Project-Based Learning Experience/s, CareerCLUE, and/or the Workplace Challenge into the Payment Management System, based on data from Hats & Ladders and Participants' virtual sign-in recorded by appropriate Contractor Staff. Virtual sign-in records must reflect the actual activity/assignment units competed by each Participant and must be attested to by the Project Staff member assigned to monitor completion of virtual activities/assignments.

c) Contractor shall regularly monitor for evidence of fraudulent activity/assignment completion. In the event that Contractor suspects completion of activities/assignments to be fraudulent, Contractor must reach out to the Participant or Project Staff, as appropriate, to attempt to verify the units completed. Disputes about completion of activities/assignments shall be resolved in accordance with DYCD policies and procedures.

d) Enrollment in Direct Deposit. Contractor shall coordinate with DYCD and/or the Payment Management System to encourage Participants to enroll in direct deposit. Contractor shall foster community partnerships with banks and credit unions to provide educational workshops to Participants on financial literacy and opening a bank account.

e) Payment Cards. If, after being counseled by Provider on the option to enroll in direct deposit, Participants choose to receive a payment card, Contractor shall be responsible for distributing payment cards to each Participant. Contractor shall be liable for any loss, damage, theft, or misuse of such payment cards from the time Contractor receives their delivery to the time Contractor successfully distributes the same to the Participants. Contractor shall maintain a log of payment cards that have been mailed to Participants, which must be produced to DYCD upon request.

f) Contractor shall verify the payment for each pay cycle of the Program Period against the payment reports for the respective pay cycle and shall resolve discrepancies with the Payment Provider.

g) After the end of the Program Period, the Payment Provider will send an earnings statement directly to Participants. Contractor shall be responsible for responding to inquiries regarding the earnings statements, and for notifying DYCD of any disputes that cannot be resolved.

h) At the end of the calendar year, the Payment Provider will send IRS Form 1099-INT directly to Older Youth Participants. Contractor shall be responsible for responding to inquiries regarding IRS Form 1099-INT, as well as for providing replacement Forms.

6) Record Keeping and Reporting.

a) Contractor shall submit all required fiscal and program reports to DYCD in accordance with DYCD procedures set forth herein and in the SYEP Manual.

b) Contractor shall respond, without undue delay, to all requests for Program-related and/or Facility-related data from DYCD.

c) Contractor shall accurately, completely, and timely transmit electronic data and reports through the program management system designated by DYCD.

d) Contractor shall keep, maintain, and submit appropriate financial records in compliance with Generally Accepted Accounting Principles and the DYCD Fiscal Manual.

e) Contractor shall make, complete, and maintain program records and written reports as required by DYCD, which may be digital, including, but not limited to, the following:

i) Records of fiscal, program, or statistical information in the forms as indicated by DYCD herein and in the DYCD Fiscal and SYEP Manuals;

ii) All required closeout documentation, including annual equipment inventory reports, which must be complete at a date to be determined by DYCD;

iii) Participant application and enrollment documents, including, but not limited to, Identification Documents and Residency Documents;

iv) Completed PES Forms, signed and acknowledged by each Participant or the Participant's parent or guardian if Participant is aged 17 or younger;

v) Participant Project Referrals;

vi) Weekly Participant activity/assignment completion data that have been verified by Contractor and accurately reflect Participant's completion of activities/assignments for Work-Readiness Training, Project-Based Learning Experience/s, CareerCLUE, and/or Workplace Challenge/s;

vii) Evaluations for each Participant by the Project Staff on forms provided by DYCD to Contractor as follows:

(a) The first evaluation shall be completed at the end of the third week of the Program Period; and

(b) The second evaluation shall be completed during the final week of the Program Period.

7) Incident Reporting.

a) Contractor shall notify DYCD of any incident of abuse by any of Contractor's administrators or Staff, both paid and volunteer. The term "abuse" here refers to any physical, sexual, emotional, or verbal abuse, actual or suspected incidents of child abuse, or any other maltreatment of a recipient of Program Services, and applies to virtual/remote occurrence. This notification must be made by telephone or email to DYCD, or a written report submitted through the DYCD Evaluation and Monitoring System ("DYCD Connect"), as soon as possible, but no later than twenty-four (24) hours after discovery of the above, followed by a report submitted through DYCD Connect, if necessary, within three (3) days of such incident. Compliance with this reporting requirement does not

satisfy any other legally mandated reporting of abuse, such as to the New York State Central Register of Child Abuse and Maltreatment.

b) Contractor shall notify DYCD of any incident involving injury, abuse, endangerment, illness, illegal behavior or property destruction, related to or stemming from Contractor's activities and obligations under the Agreement, and applies to virtual/remote occurrences. Injuries or incidents involving the police, fire department or an ambulance, or inappropriate conduct on the part of Contractor staff, must be reported to DYCD by email as soon as possible, but no later than twenty-four (24) hours after the incident occurred, followed by a written report submitted through DYCD Connect within three (3) days of such incident. All other incidents shall be reported to DYCD within twenty-four (24) hours after the incident occurred, followed by a written report submitted through DYCD Connect within three (3) days of such incident.

c) If Contractor is enrolled in the Central Insurance Plan ("CIP"), then, in addition to the above, Contractor shall also adhere to Section 8.03 of the Agreement.

8) Meetings and Trainings. Contractor shall attend all orientation, training sessions, and regularly scheduled meetings required by DYCD and DOE, which may be virtual. Contractor shall ensure that staff required to attend by DYCD and/or whose role is relevant to the subject area are in attendance for the duration of the orientation, training session, or meeting. DYCD reserves the right to monitor attendance and consider attendance as a factor in performance reviews.

9) Marketing and Materials.

a) Co-Branding/Marketing.

i) Contractor shall collaborate with the School Leadership to conduct SYEP marketing and outreach in accordance with this Scope of Work and DYCD's "Co-Branding/Marketing Guidelines," which are posted on DYCD Connect, in order to promote and publicize SYEP. The guidelines include, but are not limited to, the following requirements:

(1) To include DYCD's logo and the "Summer Youth Employment Program" or "SYEP" language in all Program-related signage, publications, print materials, communications, and advertisements, whether physical or digital.

(2) To post a 311 sign in its Program Facility/ies naming "New York City Department of Youth and Community Development" or "DYCD" as the agency that funds the program services, and lists the City's hotline for government information and non-emergency services. The Contractor may also include its own name and/or logo in such materials. This notice shall also be made available electronically.

(3) To co-brand DYCD in all posts shared on social media. Co-branding is defined as tagging @NYCYouth and, where space allows, using the hashtags #WorkforceConnect, #DYCD, and/or #NYCSYEP.

(4) To cooperate with DYCD's marketing and outreach efforts to promote and publicize DYCD-funded services.

ii) Notwithstanding anything to the contrary contained herein, the Contractor shall not be obligated to develop or produce marketing materials for SYEP.

b) Approval of Marketing and Materials. All marketing activities of Contractor or its staff, subcontractors, or designees, and all marketing materials produced and distributed by any of the same in connection with SYEP shall be subject to the approval of DYCD, which shall not be unreasonably withheld, conditioned, or delayed.

10) Social Media Policy. Contractor shall adopt an appropriate social media policy that conforms to the requirements in Social Media Policy for DYCD Providers (found at http://www1.nyc.gov/assets/dycd/downloads/pdf/DYCD_Provider_Social_Media_Policy.pdf) to guide social media communications between Staff and Participants.

ARTICLE IV – STAFFING REQUIREMENTS

1) Staff Requirements. Contractor shall employ, at a minimum, the following:

a) Contractor shall employ, at a minimum, the following:

i) A Program Director (full-time for 12 months) with a Bachelor's degree or higher, in addition to three (3) years of related experience, including experience supervising or managing youth employment programs. The Program Director shall have overall responsibility for effective delivery of Program Services and all administrative tasks, including reporting to DYCD.

ii) An Education Coordinator (full-time or part-time for six (6) months) with some college or higher, in addition to a minimum of three (3) years of related experience working in the field of youth development or youth workforce development and developing project-based experiences. The Education Coordinator shall provide support on creating content for Work Readiness Training and fostering continuous quality improvement through data-informed decision-making and effective supervision and professional development.

iii) A Work-Readiness Facilitator (part-time with a minimum of two (2) months for the program year that may include teaching, planning, and professional development hours) with a minimum of three (3) years of experience planning and facilitating workshops for youth on workforce and career topics. The Work-Readiness Facilitator shall provide support in collaboration with the Education Coordinator on content development and facilitate Work Readiness Trainings and ensure that the relevant topics (applied knowledge, interpersonal skills, and workplace skills) are implemented.

iv) Seasonal staff able to support the SYEP program and willing to travel to School or Campus Site/s, Program Facility/ies via public transportation on an as-needed basis.

b) Contractor is encouraged, but not required, to employ a Counselor or Social Worker (full-time or part-time for six (6) months) with one of the following credentials: Licensed Clinical Social Worker (LCSW) or Licensed Masters Social Worker (LMSW); Credentialed Alcoholism and Substance Abuse Counselor (CASAC); Licensed Mental Health Counselor (LMHC); or a New York State-certified school counselor. The Counselor or Social Worker shall conduct assessments, provide counseling when needed, and provide supportive referrals to help youth complete SYEP and successfully transition to work or educational opportunities.

2) Staff Screening and Hiring. Contractor shall recruit, screen, including complying with all DOE background check processes, hire, train, and supervise appropriately qualified staff to provide Program Services, in accordance with the following:

   a) Contractor shall screen the backgrounds of all prospective staff members before hiring or retaining the same, whether paid or unpaid, before hiring or retaining such prospective SYEP staff members, as follows:

      i) Criminal conviction history, including the facts and circumstances concerning the conduct which formed the basis for any criminal convictions, but with care taken to comply with the New York City Fair Chance Act; Section 6.04 of the Agreement, Recruitment and Hiring of Staff; and applicable law and regulations, and with particular concern regarding the following offenses:

         (1) sexual misconduct, especially involving minors;

         (2) violent or assaultive behavior directed against persons or property which caused serious injury or damage;

         (3) theft of public property;

         (4) bribe receiving or offering;

         (5) possession or use of lethal weapons of any kind; and

         (6) acts which have a direct relationship to the particular position sought or which involve an unreasonable risk to property or to the safety or welfare of Participants or other personnel.

      ii) Employment history, including verification of same through direct contact by the Contractor with former employers;

      iii) Employment eligibility, including, where appropriate, verification of educational credentials and certification status;

      iv) Military service, including, where appropriate, verification of discharge status; and

      v) Any other relevant information related to character, conduct, or background.

   b) Before hiring or retaining any prospective Staff member with a criminal conviction history, Contractor shall provide written notification to DYCD of such person's criminal conviction history and, if Contractor determines to move forward with employing the prospective Staff person and if requested by DYCD, share with DYCD Contractor's rationale for moving forward with employment.

   c) Contractor shall retain records evidencing background checks for all Staff on file and shall produce such records to DYCD upon request.

   d) Contractor shall require its Staff members, including Project Staff ("Contractor Staff"), to report any arrest or criminal conviction to Contractor as soon as possible.

      i) Upon receiving notice of any criminal conviction of a Contractor Staff member, the Contractor shall inform DYCD as soon as possible, but no later than twenty-four (24) hours after receipt of such notice.

ii) Upon receiving notice of any arrest of a Contractor Staff member, Contractor shall assess whether the Contractor Staff member's presence at the Facility or in a virtual platform poses a threat to Participants, before allowing such Staff member to return to the Facility where Participants are present. If it is determined that the presence of such Contractor Staff member at the Facility or in a virtual platform poses a threat to Participants, such Contractor Staff member shall be barred from the Facility or virtual platform pending resolution of the criminal matter. Contractor shall ensure that any vacancy resulting from the barring of such Contractor Staff member is promptly filled with another appropriately qualified person, subject to all applicable provisions of this Article IV. If Contractor's assessment results in a decision to re-assign Contractor Staff member/s or Participant/s, Contractor shall inform DYCD as soon as possible, but no later than twenty-four (24) hours after such determination.

3) Fingerprinting. Contractor shall ensure that all Staff, including volunteers and co-located staff and volunteers, except youth seventeen (17) or younger and still attending school, with the potential for regular and substantial contact with Participants under the age of eighteen (18), including via virtual platforms, undergo background checks, including but not limited to fingerprinting, state and federal criminal history check and review in accordance with applicable law, child abuse and person with special needs registry check and sex offender registry check. Further, Contractor shall fingerprint all program staff members in programs serving youth under the age of eighteen (18) if directed to do so by DYCD. Further, Contractor shall fingerprint all program staff members in accordance with DOE policy, in order to access School Sites.

4) Personnel Manual. Contractor shall provide a copy of its personnel manual to all Staff; require each Staff member to submit written acknowledgement of receipt of the same, which may be digital, to be kept in the individual's personnel file; and resolve all personnel matters in accordance with the procedures established in its personnel manual.

5) Staff Training in DYCD's Program Approach.

   a) Promote the Positive Framework. Contractor shall train Staff in a strengths-based framework emphasizing Positive Youth Development (PYD), Social and Emotional Learning (SEL), and Youth Leadership principles and practices to help guide programs to achieve positive outcomes for youth, families and communities. A comprehensive guide to this framework is available at: http://www1.nyc.gov/assets/dycd/downloads/pdf/Youth_Leadership_Development_Framework.pdf.

   b) DYCD's Circles of Support. Contractor shall train Staff to embody the principles and vision underpinning the Circles of Support family engagement framework, available at: https://www1.nyc.gov/assets/dycd/downloads/pdf/16-5268b_v12SONYC_FamilyEngagement_Brief03739.001.02_FNL.pdf.

   c) Safe, Welcoming, and Inclusive Environment. Contractor shall train Staff to ensure a safe and welcoming environment for all, regardless of age, culture, or background.

      i) Contractor shall have protocols for Staff behavior and effective training and supervision to ensure the environment is friendly and supportive and everyone is treated with dignity and respect, starting from the very first encounter with Staff.

ii) Contractor shall ensure youth from all backgrounds, including Lesbian, Gay, Bisexual, Transgender, Queer and Questioning (LGBTQ) youth are treated with respect and feel welcomed and supported throughout their participation in Program Services. DYCD has developed guidelines for providing safe, affirming and respectful programs and services for LGBTQ youth, available at: http://www1.nyc.gov/assets/dycd/downloads/pdf/2017_DYCD_LGBTQ_Guidance_FINAL5.15.17.pdf.

6) Staffing Levels.

a) Contractor shall ensure that its staffing level remains sufficient to administer SYEP and provide Program Services outlined in this Scope of Work, Appendix B-1, throughout the applicable term.

b) Contractor shall promptly notify DYCD staff in writing as soon as is practicable of any changes in Program Staff, including program and organization management.

ARTICLE V – MISCELLANEOUS

1) Headings. Headings are inserted only as a matter of convenience and therefore are not a part of and do not affect the substance of this Scope of Work.

2) Notice. In addition to the Notice requirements established in this Agreement, Contractor shall ensure that e-mail addresses are established for both the Program Director and Executive Director.

3) Subcontracts. Notwithstanding any provision in Section 3.02 of Appendix A of this Agreement, Contractor shall ensure that no more than forty percent (40%) of the total amount of this Agreement is subcontracted.

4) Purchase Goals. Contractor shall use best efforts to utilize businesses and individual proprietors listed on the New York City Online Directory of Certified MWBE Businesses as sources for its purchases of goods, supplies, services and equipment using funds obtained through this Agreement. Contractor is also encouraged to utilize businesses and individual proprietors owned/operated by people with disabilities as sources for its purchases of goods, supplies, services and equipment using funds obtained through this Agreement.

EXHIBIT A

Frequently Asked Questions Regarding Remote Program Services

This FAQ is for Providers funded by the New York City Department of Youth and Community Development providing program services remotely in whole or in part. DYCD may update and revise this FAQ.

Can DYCD-funded program services be provided remotely?
Yes, if approved by DYCD as part of your workscope (which may also include in-person services), program services may be provided remotely using video-conferencing applications. Providers should use their discretion in determining whether their program services can be provided remotely, taking into consideration the nature of the services and whether program participants have the ability to access services through the internet.

What are some recommended best practices for hosting remote program services?
DYCD recommends that you always create a password for your remote meeting. DYCD also recommends that you designate a moderator for your remote meeting. The moderator should be able to control participants' ability to mute/unmute and share screens and enable/disable private chats between participants. Finally, DYCD recommends that you create a waiting room for your remote meeting, from which the moderator can admit participants into the meeting.

Can remote DYCD-funded program services be recorded?
Recording of remote program services is permitted if all meeting participants are notified that the meeting will be recorded both in advance of the meeting (i.e. in the meeting invitation) and during the meeting itself (i.e. through an on-screen notification displayed at the beginning of the meeting). Participants must be given the option to turn off their video feed if they do not wish to be recorded.

Should parents/guardians be notified if youth are participating in remote program services?
Yes, providers should notify parents/guardians if participants under the age of 18 are participating in remote program services. Such notification should occur in advance of the remote meeting and should state the purpose and schedule of the meeting (or recurring meetings), and if it will be recorded. Notification can be done via email.

Are there any other special considerations for remote program services?
Yes. DYCD recommends that providers create and distribute a standard of online behavior for meeting participants. This includes prohibiting profanity, nudity, cyber-bullying, and sexual harassment. The meeting moderator should remove any participant who fails to comply with the standard of online behavior. Providers must also ensure that meeting participants know how to use basic functionalities such as turning their camera on/off and muting/unmuting their

microphones. Additionally, providers must continue to comply with DYCD's Incident Reporting Policy and Social Media Policy.

Do the City's records retention and audit requirements apply to remote program services?
Yes, any records created during remote program services are subject to the audit and records retention requirements of your City contract. This includes any recording of remote program services.

Does the City's Identifying Information Law apply to remote program services?
Yes, remote program services must comply with the City's Identifying Information Law. Be very mindful of sharing personal identifying information or other sensitive and/or confidential information during remote program services.

Appendix C-1
SYEP Summer BRIDGE for Youth with Disabilities
Scope of Work, Program Plan, and Budget

Program Plan:
SYEP Summer BRIDGE

Contract Information:					
Provider Name:	NYC DOE TCAC		**Contract ID#:**		
Provider Address:	52 Chambers St. Ny, NY 10007				
Site Name (1) :	Bronx Transition and College Access Center				
Site Address:	100 W Mosholu Parkway South, Room 150	**City:**	Bronx	**Zip:**	10468
Site Name (2) :	Brooklyn Transition and College Access Center				
Site Address:	1700 Fulton Street, Room G170	**City:**	Brooklyn	**Zip:**	11213
Site Name (3) :	Manhattan Transition and College Access Center				
Site Address:	269 West 35th Street, Room 702	**City:**	Manhattan	**Zip:**	10024
Site Name (4) :	Queens Transition and College Access Center				
Site Address:	90-27 Sutphin Blvd., Room 152	**City:**	Queens	**Zip:**	11435
Site Name (5) :	Staten Island Transition and College Access Center				
Site Address:	715 Ocean Terrace, Building A, Room 204	**City:**	Staten Island	**Zip:**	10301
Executive Director:	Jonathan Santiago	**Email:**	jsantiago27@schools.nyc.gov		
Financial Officer:	Mateusz Zacharski	**Email:**	mzacharski@schools.nyc.gov		
Lead Contact:	Anita Luckett	**Title:**	Director	**Email:** aluckett2@schools.nyc.gov	

FY 19 Funding Information:					
Contract Term:	July 1, 2020 – March 30, 2021		**Contract Term Value:**	$164,400	
Fiscal Year:	**FY 21**	**Period Start Date:**	**7/1/2020**	**Period End Date:**	**3/10/2021**

Program Period				**Amendment Description**
Total Slots:	Site 1 YY: 7	Site 1 OY: 28	1 Total: 35	
	Site 2 YY: 11	Site 2 OY: 56	2 Total: 67	

	Site 3 YY: 12	Site 3 OY: 46	3 Total: 58	
	Site 4 YY: 4	Site 4 OY: 91	4 Total: 95	
	Site 5 YY: 6	Site 5 OY: 13	5 Total: 19	

Program Model

Service Area:	
Service Option:	SYEP Summer BRIDGE
Required Activities:	*For Younger Youth:* High quality Project-Based Learning Experiences through online platforms. Each project is designed to meet the needs of youth aged 14 and 15 and provide them with enriching career exploration, emphasize foundational work-readiness skills, advance participants' baseline understanding of the labor market, and help build SEL skills through virtual programming. *For Older Youth:* High quality Project-Based Learning and Workplace Challenge Experiences through online platforms. Each project is designed to meet the needs of older youth and provide them with enriching career exploration, emphasize foundational work-readiness skills, advance participants' baseline understanding of the labor market, and help build SEL skills through virtual programming. Each Workplace Challenge Provides an opportunity for youth to develop a tangible product to highlight on their resume.

Staffing Plan

Name		Title	% of Time	Paid (Y/N)	Role (e.g. intake, enrollment, payroll, monitoring, education)
Cecil	Gunraj	Teacher	100	N	Education
Francine	Zitz				
Dina	Louis				
Kimberle	Wiseman				
Mercedes	Eustache				
Norman	Hoyte				
Rebekah	Persaud				
Susan	Gaska				
Joseph	Cipoletti				

Joel	Roberts-Robles					
Nicholas	Weber					
Terry	Camron					
Claire	Manfre					
Erika	Hunte					
Stephanie	Tuzzo					
Tanya	Louis					
Victor	Monderin	Teacher		100	N	Education
Yuderkis	Guillen					
Richard	Bollati					

Department of Youth and Community Development
PROGRAM BUDGET SUMMARY FY 2021

(FY 2021 - 7/1/2020 to 6/30/2021)

Revised February 2020

DYCD ID #:	
Budget Code:	
Amendment #:	

Funding Component: Tax Levy

Name of CBO: NYC Department of Education

Address: 52 Chambers Street, Room 220
New York, NY 10007

Tel #: 212-374-2477 **Fax #:**

Ex. Director: Jonathan Santiago **Tel #:** 212-374-0265

E-Mail: jsantiago27@schools.nyc.gov

Fiscal Officer: Mateusz Zacharski **Tel #:** 212-374-2477

E-Mail: mzarcharski@schools.nyc.gov

EIN: 136400434 **SUI #:**

Operating Period: 7/1/2020 **Through:** 6/30/2021

In-Kind Contribution: N/A

Cash Contribution: N/A

Total CBO Budget (all sources) N/A

For official use only:

Approved by Program	Date Approved	Telephone #
Approved by CAFD	Date Approved	

Fiscal Agent: [ ]YES [ ]No

FA Name:

Account Code		TOTAL DYCD BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	PERSONNEL SERVICES			
1100	Salaries and Wages	164,400	164,400	
1200	Fringe Benefits*			
1300	Central Insurance Program (CIP) **			
TOTAL PERSONNEL SERVICES		164,400	164,400	
	NON STAFF SERVICES			
2100	Consultants			
2200	Subcontractors			
2300	Stipends			
2400	Vendors			
2500	Fiscal Conduit			
TOTAL NON STAFF SERVICES				
	OTHER THAN PERSONNEL SERVICES			
3100	Consumable Supplies			
3200	Equipment Purchases			
3300	Equipment Other			
3400	Space Cost (total of Lines 3410 & 3420)			
3500	Travel			
3600	Utilities & Telephone			
3700	Other Operational Costs (total of Lines 3710 & 3720)			
3800	Van Maintenance			
3900	Fiscal Agent Services			
TOTAL OTHER THAN PERSONNEL SERVICES				
TOTAL DYCD COSTS		164,400	164,400	

*** When NOT under DYCD'S Fiscal Agent, the maximum rate is 35% and the minimum rate is 7.99% of the total salaries and wages.**

**** CIP rate is 4.5% of total budget.**

Note: Centrally Administered - Items covered by DYCD Policies are non-reimbursable items.

Please note: ***All highlighted fields (Blue) are calculated automatically from pages 2, 3, & 4 and cannot be changed manually.***

Department of Youth and Community Development PROGRAM BUDGET SUMMARY FY 2021

DYCD ID #:	
Budget Code:	
Amendment #:	

SALARIES AND WAGES SUPPORT SHEET FY 2021

Full Time Employees Only

# Of Pos.	Title Code	Position/Title	# of Months	Annual Salary	% Applied to DYCD	Total DYCD Cost
					Sub-Total	

Part Time Employees Only*

# Of Pos.	Title Code	Position/Title	Hourly Rate	Total Hours for Budget Period	Total Amount Part Time Staff
19	TE -	TEACHER (TEACHER LICENSE)	$52.61	180	$164,400
				Sub-Total	$164,400
				Total Budgeted Salaries	$164,400

* Note: Part Time employees must work fewer than 35 hours per week

Please note: ***All highlighted fields (Blue) are calculated automatically and cannot be changed manually.***

Department of Youth and Community Development PROGRAM BUDGET SUMMARY FY 2021

7398

DYCD ID #:	
Budget Code:	
Amendment #:	

Acct Code		TOTAL BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	FRINGE BENEFITS			
	Based on your total salaries the **minimum** amount for Fringe (if not under Fiscal Agent) is 7.99%		$ 13,136	
	Based on your total salaries the **minimum** amount for Fringe (if under Fiscal Agent) is 12.99%		$ 21,356	
	Based on your total salaries the **maximum** amount for Fringe is 35%		$ 57,540	
1200	**FRINGE BENEFITS**			

FICA at 7.65%, Unemployment Insurance, Medical, Workers Compensation, Disability, Life Insurance & Pension

1300	**CENTRAL INSURANCE PROGRAM (CIP)**			

Central Insurance Package **CIP must be 4.5% of Total Budgeted Amount**

General Liability, Workers' Compensation and Disability are covered under the DYCD Central Insurance Program (CIP).

NON STAFF SERVICES

2100 **CONSULTANTS (Attach Consultant Agreement)*****

	Consultant Name	Description of Service	Amount
Line 1			
Line 2			
Line 3			
Line 4			
Line 5			

2200 **SUBCONTRACTORS (Attach Sub-Contractor Agreement)*****

	Subcontractor Name	Prov EIN	Amount
Line 1			
Line 2			
Line 3			

2300 **STIPENDS**

2400 **Vendors (Maintain on Site- DO NOT ATTACH Vendor Agreements)**

	Vendor Name	Type of service	Amount
Line 1			
Line 2			
Line 3			

2500 **Fiscal Conduit (Discretionary Contracts Only)**

	Sub Recipient Service Provider	Prov EIN	Amount
Line 1			
Line 2			
Line 3			

Department of Youth and Community Development PROGRAM BUDGET SUMMARY FY 2021

DYCD ID #:	
Budget Code:	
Amendment #:	

Acct Code		TOTAL BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	OTHER THAN PERSONNEL SERVICES			
3100	**CONSUMABLE SUPPLIES** Office, Program and Maintenance Supplies			
3200	**EQUIPMENT PURCHASES** ***Attach itemized equipment list.*** Copiers, Computers, Printers, and Furniture, Etc.			
3300	**EQUIPMENT OTHER** Maintenance, Repairs, Rentals, & Computer Software			
3400	**SPACE COST (total of Lines 3410 & 3420)**			
	3410 Public School *			
	3420 Space / Other *			
3500	**TRAVEL** Staff Travel, Bus Trips, Other			
3600	**TOTAL UTILITIES AND TELEPHONE** includes Cable, Telephone, Internet			
3700	**OTHER OPERATIONAL COSTS (total of Lines 3710 & 3720)** Liability Ins., Postage, Admission tickets, Printing & Publications Bank Charges, Training & Conferences, Audit Fee* Food & Refreshments, Participant Costs, Sports Supplies, Etc.			
	3710 Other Costs			
	3720 Indirect Costs **			
3800	**VAN MAINTENANCE** (For DYCD assigned vans)			
3900	**FISCAL AGENT SERVICES** **If applicable - < $25K = $420 ; >$25K = 3%** $ 4,932			

*** Note: If you are charging rent, attach a Space Cost Allocation Plan and a copy of your lease, mortgage statement, Department Of Education Permit and/or month to month rental agreement at the time of the budget submission.**

**** Contracts managed by the fiscal agent, YMS, cannot allocate funds to this line item**

***** Maximum allocation to Subcontractor and Consultant lines is 30% of contract funding, *combined***

Please note: ***All highlighted fields (Blue) are calculated automatically and cannot be changed manually.***

Department of Youth and Community Development PROGRAM BUDGET SUMMARY FY 2021

DYCD ID #:	
Budget Code:	
Amendment #:	

Additional Sheet for Consultants, Subcontractors, Fiscal Conduit (Continued from Page 3)

Complete only if you need additional lines

	2100 **Consultant Name (Cont'd page 3)**	**Description of Service**	**Amount**
Line 6			
Line 7			
Line 8			
Line 9			
Line 10			
Line 11			
Line 12			
Line 13			
Line 14			
Line 15			
Line 16			
Line 17			
Line 18			

	2200 **Subcontractor Name (Cont'd page 3)**	**Prov EIN**	**Amount**
Line 4			
Line 5			
Line 6			

	2400 **Vendors**	**Type of service**	**Amount**
Line 4			
Line 5			
Line 6			
Line 7			
Line 8			
Line 9			

	2500 **Fiscal Conduit's Subrecipient Service Provider**	**Prov EIN**	**Amount**
Line 4			
Line 5			
Line 6			
Line 7			
Line 8			
Line 9			
Line 10			
Line 11			
Line 12			
Line 13			
Line 14			
Line 15			

DYCD Title Codes

AA	ADMINISTRATIVE ASSISTANT
AB	ASSISTANT BOOKKEEPER
AC	ACCOUNT SPECIALIST
AD	ADMINISTRATOR
AE	ASSISTANT EXECUTIVE DIRECTOR
AI	ARTISTIC INSTRUCTOR
AP	AFTER SCHOOL PROGRAM DIRECTOR
AR	ART SPECIALIST – ARTS PARTNER
AS	ACTIVITY SPECIALIST
AT	ATTENDANT
AX	ACTOR
BA	BA CASE PLANNER
BK	BOOKKEEPER
BM	BUDGET MANAGER
BS	BILINGUAL SPECIALIST
CA	COACHES
CC	CHILD CARE PROVIDER
CI	CAMP INSTRUCTOR
CK	COOK
CL	CLERK
CM	CONTRACT MANAGER
CO	COUNSELOR
CP	CASE PLANNER
CR	COORDINATOR
CS	COUNSELING SPECIALIST
CT	CONTROLLER
CU	CUSTODIAN
CW	CASE WORKER
CZ	COMPUTER SPECIALIST
DC	DRUG COUNSELOR
DD	DEPUTY DIRECTOR
DE	DIRECTOR
DF	DIRECTOR OF FINANCE
DI	DANCE INSTRUCTOR
DP	DIRECTOR OF PERSONNEL
DR	DOCTOR
DS	DEVELOPMENT SPECIALIST
DT	DIRECTOR OF PROGRAM AND JOB DEVELOPMENT
DV	DRIVER
EA	EDUCATIONAL ADVISOR
EC	EDUCATION COORDINATOR (TEACHER LICENSE)
ED	EXECUTIVE DIRECTOR
EI	EDITOR
EP	EXHIBITION PREPARER
ES	EMPLOYMENT/EDUCATION SPECIALIST
EU	EDUCATION SPECIALIST
FA	FACILITATOR

FC	FAMILY COUNSELOR
FD	FOSTER CARE DIRECTOR
FO	FISCAL OFFICER
FW	FAMILY WORKER
GL	GROUP LEADER
GW	GROUP WORKER
HC	HEALTH COUNSELOR
HM	HOUSE MANAGER
HP	HOUSE PARENT
HS	HOUSING/HOMELESS SPECIALIST
IC	IMMIGRATION COORDINATOR
IN	INSTRUCTOR
IS	IMMIGRATION SPECIALIST
JA	JANITOR
JC	JUVENILE COORDINATOR
JD	JOB DEVELOPER
JR	JOB READINESS COUNSELOR
LA	LITERARY ARTIST
LC	LATCHKEY COORDINATOR
LD	LEADERSHIP DEVELOPMENT SPECIALIST
LG	LIFEGUARD
LS	LEADERSHIP SPECIALIST
MA	MAINTENANCE
MC	MEDIATOR COUNSELOR
ME	MENTOR
MI	MUSIC INSTRUCTOR
MS	MSW CASE PLANNER
OM	OFFICE MANAGER
OW	OUTREACH WORKER
PA	PROGRAM DIRECTOR ASSISTANT
PB	PHYSICIAN’S ASSISTANT
PC	PROGRAM COORDINATOR
PD	PROGRAM DIRECTOR
PE	PARENT AIDE
PJ	PROJECT COORDINATOR
PL	PARALEGAL
PM	PROGRAM DIRECTOR (MD LICENSE)
PO	DIRECTOR OF PROGRAM OPERATIONS
PR	PROGRAM AIDE
PS	PROGRAM SUPERVISOR
PT	PROGRAM DIRECTOR (TEACHER LICENSE)
RC	RECEPTIONIST
RD	REGIONAL DIRECTOR
RE	RELIEF
RN	REGISTERED NURSE
RR	RECREATION COORDINATOR
RS	RECREATION SPECIALIST
SA	STAFF ATTORNEY
SC	SERVICES COORDINATOR

SE	SECRETARY
SF	ADMINISTRATIVE SECRETARY
SG	SECURITY GUARD
SI	SHOP INSTRUCTOR
SN	SENIOR ACCOUNTANT
SS	SUMMER STAFF
ST	STREET WORKER
SU	SUPERVISOR
SW	SOCIAL WORKER (M.S.W.)
TA	TEACHER AIDE
TE	TEACHER (TEACHER LICENSE)
TH	THERAPIST
TL	TEAM LEADER
TM	TRAINING MONITOR
TS	TRAINING SPECIALIST
TU	TUTOR
TY	TYPIST/TEACHER AIDE
UD	UNIT DIRECTOR
UH	URBAN HOUSING SPECIALIST
VA	VISUAL ARTIST
VC	VOLUNTEER COORDINATOR
WF	WORKSHOP FACILITATOR
WI	WRITING INSTRUCTOR
WL	WORKSHOP LEADER
WS	WATER SAFETY INSTRUCTOR
YC	YOUTH COUNSELOR
YE	YOUTH EMPLOYMENT COORDINATOR
YW	YOUTH WORKER
XX	COLA ASC INCREASE