

June 28, 2024

## MEMORANDUM OF UNDERSTANDING

### **ORGANIZATION NAME: THE CITY OF NEW YORK, DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT**

This Memorandum of Understanding, effective June 28, 2024, is made and entered into by New York City Teens Connection (NYCTC), a project of the New York City Department of Health and Mental Hygiene (DOHMH) located at 1826 Arthur Avenue, Bronx, NY 10457; the New York City Department of Youth and Community Development (DYCD), located at 2 Lafayette Street, 21<sup>st</sup> Floor, New York, New York 10007; and the Fund for Public Health in New York City located at 22 Cortlandt Street, Suite 802, New York, NY 10007 (each a “Party,” and collectively, the “Parties”).

New York City Teens Connection was awarded a grant from the US Department of Health and Human Services’ Office of Population Affairs (OPA) as part of its National Evidence-Based [Teen Pregnancy Prevention Program](#) to work through local partnerships and existing systems to bring evidence-based sexual health education programs and clinic linkages to 15,000 young people ages 11-20 annually in communities with high rates of unintended teen pregnancy and sexually transmitted infections. NYCTC is also supported by financial and human resources from DOHMH, as the program model is based on a decade of foundational work at DOHMH and decreasing unintended teen pregnancy rates is a *Take Care New York* priority. NYCTC is part of a larger effort to advance just and fair outcomes for all New Yorkers, particularly those most marginalized, and prioritizes neighborhoods with histories of social disinvestment and persistently poor health outcomes.

DYCD, through its workforce programs, helps youth between the ages of 14 and 24 gain work experience and further their education.

NYCTC, in collaboration with DYCD, will support DYCD-funded workforce provider services by providing evidence-based or evidence-informed adolescent sexual health education programs, linkages to comprehensive clinical sexual and reproductive health services, and lessons that focus on LGBTQIA inclusivity to those who opt to receive such support.

Through this partnership, DYCD and NYCTC, will work to implement evidence-based or evidence-informed adolescent sexual health education programs and linkages to comprehensive clinical sexual and reproductive health services, which will support the academic and personal success of the youth served. DOHMH and DYCD value young people and believe that youth develop into strong, capable adults when they get support from their families and communities to make healthy and informed decisions.

DYCD will perform the following activities on a pilot project basis, throughout the duration of the pilot period through June 30, 2028:

- Identify DYCD Workforce providers who are currently responsible for coordinating teen-oriented programming and who will have the option to serve as the liaison with NYCTC to plan implementation

of an evidence-based sexual health program and maintain a linkage relationship with an assigned community-based clinic (partner organizations).

- Facilitate offering youth aged 14 and over who are served by DYCD Workforce programs the *Seventeen Days* or other sexual health programs provided by NYCTC as it was intended and designed (hereinafter referred to as “with fidelity”).
- Enable all DYCD Workforce provider staff members who facilitate the implementation of *Seventeen Days* or other sexual health programs provided by NYCTC to attend an orientation covering how to implement the program with fidelity, participate in professional development activities, and attend supplemental training and technical assistance activities as suggested by NYCTC, whenever possible.
- Allow time and access for NYCTC’s Evidence-Based Program Coordinator (EBPC) to provide technical assistance and support to all DYCD Workforce instructors and related staff implementing *Seventeen Days* or other sexual health programs provided by NYCTC.
- Facilitate and safeguard all NYCTC-provided program materials and equipment, and incentives for DYCD Workforce youth participants who complete *Seventeen Days* or another sexual health program provided by NYCTC.
- Work with NYCTC’s EBPC and Clinic Engagement Coordinator (CEC) to offer the following optional clinical linkage activities:
  - Conduct field trips to the linked community clinic.
  - In the event an in-person clinic tour of the linked clinic is not possible, allow youth to view the Clinic Tour Video to understand what to expect when they visit their linked clinic.
  - Allow information about the linked clinic and its services to be posted and distributed at partner organizations.
  - Allow staff from the linked clinic to promote their services through presentations to staff and the youth served by the partner organizations.
- Encourage DYCD-funded program participants, and their parents (where allowed after receiving participant approval) to participate in *Linking Families and Teens Together* (LiFT), a parent engagement workshop that supports parents to be the primary sexual health educators of their adolescent children and provides incentives to both parents and their teens who complete the 6-hour workshop over two days, whenever possible.

NYCTC shall:

- Provide access to NYCTC coordinators to assist in all aspects of sexual health education program implementation within DYCD-funded partner organizations. The NYCTC coordinator will:
  - Provide access to a Clinic Engagement Coordinator (CEC) to assist in the creation and maintenance of a linkage relationship with a nearby teen-friendly community clinic.
  - Provide sexual health program materials and equipment, as well as any additional educational materials needed to implement *Seventeen Days* or other sexual health programs provided by NYCTC with fidelity.
  - Provide training on all resources utilized for required monitoring and evaluation activities that providers will use as part of the *Seventeen Days* or other sexual health programs provided by NYCTC.

- Provide opportunities for DYCD-funded provider staff, youth and their parents to participate in *Linking Families and Teens Together* (LiFT) and the need to improve teens’ access to sexual and reproductive health services.
- Work with DYCD-funded partner organizations’ leadership and staff to plan to sustain Sexual Health program implementation and adolescent sexual and reproductive health promotion activities beyond June 30, 2025.

All provisions of this Memorandum of Understanding shall be in compliance with the policies governing each respective organization, and the rules and regulations of the US Department of Health and Human Services and its Office of Population Affairs.

New York City Teens Connection, NYC Department of Health and Mental Hygiene, and the Fund for Public Health in New York, Inc., are not responsible for providing any insurance or other fringe benefits, including, but not limited to social security, worker’s compensation, income tax withholdings, retirement or leave benefits, for DYCD or employees or partner organizations hired under this agreement. DYCD partner organizations assume full responsibility for the provision of all such legally required insurances and fringe benefits for its employees assigned to this project.

For purposes of this agreement, DYCD and its partner organizations are not an agent of New York City Teens Connection, and New York City Teens Connection is not an agent of DYCD or its programs. No party has the right or authority to bind others through its actions or any other contracts or communications.

Either NYCTC or the Department of Youth and Community Development has the right to terminate this Agreement in whole or in part upon 90 days written notice to the other party. This agreement shall be construed in accordance with the laws of New York.

Notices and Communications pursuant to this Memorandum shall be directed to:

DYCD:

Colette Grant

Senior Director of Workforce Special Initiative Programs

2 Lafayette Street – 18<sup>th</sup> floor

New York, NY 10007

(646) 343-6628

cgrant@dycd.nyc.gov

NYCTC:

Estelle Raboni

Project Director, New York City Teens Connection, Director, Sexual and Reproductive Health Unit

125 Worth Street, 2<sup>nd</sup> Floor

New York, NY 10013

**IN WITNESS WHEREOF**, the parties have duly executed this Agreement effective as of the Date first above written.

*Adele Bartlett*

*June 28, 2024*

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Adele Bartlett  
General Counsel  
Department of Youth and Community Development

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Date

*Estelle Raboni*

**Jul 9, 2024**

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Estelle Raboni, MPH, MCHES  
Project Director  
New York City Teens Connection  
Director, Sexual and Reproductive Health  
NYCDOHMH

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Date

*Alexis McLauchlan for Sara Gardner*

Alexis McLauchlan for Sara Gardner (Jul 12, 2024 14:01 EDT)

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Sara Gardner  
Chief Executive Officer  
The Fund for Public Health in New York City

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Jul 12, 2024

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Date