

**AGREEMENT**

**between**

**THE CITY OF NEW YORK DEPARTMENT OF YOUTH AND COMMUNITY  
DEVELOPMENT**

**and**

**THE CITY UNIVERSITY OF NEW YORK**

**for**

**CAREER DEVELOPMENT CONNECT PARTICIPANT TRAININGS**

**(September 1, 2016 -December 31, 2019)**

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**THIS AGREEMENT** effective September 1, 2016 (the “Agreement”), is made by and between the City of New York (the “City”), acting through its Department of Youth and Community Development (“DYCD”), and The City University of New York sometimes referred to as City University of New York Senior Colleges (“CUNY”) acting on behalf of the colleges described herein (the “College(s)”) (collectively, the “Parties” and each a “Party”).

**WHEREAS**, DYCD administers the City's Out-of-School Youth (“OSY”) workforce development programs by contracting with qualified organizations that provide work readiness skills to eligible OSY participants (“Participants”) in accordance with the Workforce Innovation and Opportunity Act (“WIOA”); and

**WHEREAS**, DYCD seeks to implement a series of training programs for Participants in the OSY Service Option 1 Career Development Connect Program as more fully described herein (“Training Program(s)”); and

**WHEREAS**, CUNY, through designated Colleges, is willing and able to provide the Training Programs; and

**WHEREAS**, DYCD and CUNY are entering into this Agreement as a government to government purchase under the City of New York’s Procurement Policy Board Rules Section 3-13;

**NOW THEREFORE**, in consideration of the mutual covenants set forth herein, DYCD and CUNY agree as follows:

## **ARTICLE 1**

### **TERM**

The term (the "Term") of this Agreement shall be for a period of forty (40) months, commencing on September 1, 2016 and expiring on December 31, 2019 (the "Expiration Date"), subject to the provisions of Article 2 of this Agreement, unless extended by mutual agreement of the Parties or terminated at an earlier date pursuant to Article 4 below.

## **ARTICLE 2**

### **SCOPE OF SERVICES**

During the Term, CUNY shall be responsible for providing Training Programs and related services ("Services") pursuant to the *Scope of Work*, *Payment Schedule*, and *Training Cohorts*, attached hereto and incorporated herein as **Exhibits A, B and C** and any modifications thereto as mutually agreed upon by the Parties in writing. Individuals enrolled in any of the Training Programs listed in **Exhibit A** will be enrolled in "Cohorts" that designate a group of Participants engaged in a Training Program during the same timeframe. Should any Training Program extend beyond the Expiration Date or the earlier termination of this Agreement, the terms of the Agreement shall carry through in full force and effect to the end of each applicable Training Program period and the Term shall be extended for the period of such Training Program.

## **ARTICLE 3**

### **COMPENSATION & PAYMENT SCHEDULE**

- A. **Total Payment for Services.** DYCD shall compensate CUNY, on behalf of the College(s), as listed in the Scope of Work (**Exhibit A**) of this Agreement, subject to and in accordance with the procedures and restrictions set forth in this Agreement, an amount not to exceed three million five hundred thirty-five thousand six hundred and forty-four dollars (\$3,535,644) as follows: an amount not to exceed six hundred twenty-three thousand two hundred and twenty-seven dollars (\$623,227.00) for training cohorts that commence during the period of September 1, 2016 through June 30, 2017 ("First Program Year"); an amount not to exceed one million one hundred seventy-eight thousand five hundred forty-eight dollars (\$1,178,548) for training cohorts that commence during the period of July 1, 2017 through June 30, 2018 ("Second Program Year"); an amount not to exceed one million one hundred seventy-eight thousand five hundred forty-eight dollars (\$1,178,548) for training cohorts that commence during the period of July 1, 2018 through June 30, 2019 ("Third Program Year"); an amount not to exceed five hundred fifty-five thousand three hundred twenty-one dollars (\$555,321) for training cohorts that commence during the period of July 1, 2019 through December 31, 2019 ("Fourth Program Year") in consideration for the Services to be performed as reported to, verified and approved by DYCD. All payments shall be made in accordance with the applicable "Program Year Budget," attached hereto as **Exhibit B**, the "Workscope Payment Schedule" set forth in **Exhibits C, C-1, C-2, and C-3** and any additional Workscope Payment Schedules for the Second Program Year and subsequent program years as the parties may agree to during the Term, and all applicable policies and procedures of DYCD and the Research Foundation of the City University of New York (the "RF") CUNY including, without limitation, monthly invoices with line item

expenses applicable to the invoice period and achievement of performance outcomes and any other reasonable documentation that DYCD requires for review and approval.

B. All payments shall be distributed in accordance with the following terms and conditions:

- a. **Line-Item Cost Reimbursement.** During the Term, DYCD shall pay CUNY for the costs set forth on the Workscope Payment Schedule (**Exhibits C, C-1, C-2, and C-3**) on a cost-reimbursement basis and in accordance with an approved Program Year Budget (**Exhibit B**) for those expenses relating to eighty-five percent (85%) of the Total Program Year Amount computed by adding the CUNY Central Admin Line Item amount and the Colleges Training Line Item amount allotted for the Training Cohorts that are provided.
- b. **Performance Based Amount.** During the Term, DYCD shall pay CUNY for the costs set forth on the Workscope Payment Schedule (**Exhibits C, C-1, C-2, and C-3**) on a cost-reimbursement basis and in accordance with an approved Program Year Budget (**Exhibit B**) for those expenses relating to fifteen percent (15%) of the maximum amount allotted for the Training Cohorts that are provided at each of the six (6) CUNY Colleges. The Performance Based Payments will be based on each of the six (6) CUNY Colleges achieving each of the two (2) milestone outcomes listed below to the satisfaction of DYCD comprising seven and one-half percent (7.5%) for Participant training completion and seven and one-half (7.5%) percent for employment placement as described below:
  - i. **Milestone Outcome: Training Completion.** Upon completion of each Training Program Cohort, DYCD shall pay the Performance Based Payment in an amount not to exceed seven and one-half percent (7.5%) of the total maximum amount allotted for each Training Cohort, pro-rated for each Participant until the completion rate for each Training Cohort is met. For purposes of this Agreement, "Training Completion" is defined as a Participant's receipt of a passing grade in the Training Program Course after completion of course hours, unless otherwise specified in this Agreement, including internship hours, and the passing of all applicable certification exams and receipt of the Training Cohort as identified and as further defined in Scope of Work (**Exhibit A**) of this Agreement.
  - ii. **Milestone Outcome: Employment.** Upon verification of employment within ninety (90) days of Training Completion, DYCD shall pay the Performance Amount in an amount not to exceed seven and one half percent (7.5%) of the total maximum amount allotted for each Training Cohort listed in the Workscope Payment Schedule (**Exhibits C, C-1, C-2, and C-3**), pro-rated for each Participant until the completion rate for each Training Program Cohort is met. For purposes of this Agreement, employment must be in the field of the Training Program attended by the Participant and verified by DYCD.

- C. This Agreement is funded in whole or in part by funds secured by DYCD from the Federal, New York State, and/or City governments and is subject to the availability of such funds for each City fiscal year thereof and each applicable Training Program period. Should there be a reduction or discontinuance of such funds by action of the Federal, State, and/or City governments, DYCD shall, subject to the terms of Article 4, have, in its sole discretion, the right to terminate this Agreement, or to reduce the funding and the corresponding level of Services caused by such action by the Federal, State, and/or City governments. DYCD shall also have the right to reduce the funding level if there is a reduction in the number and frequency of cohorts provided that are also subject to level and availability of Participants and their interest. This Agreement shall not obligate DYCD beyond the dollar amount designated in the absence of a duly executed written contract amendment by each of the respective parties.
- D. Without limiting any of DYCD's other rights or remedies, and subject to the subparagraphs (1) and (2) below, DYCD shall have the right to recoup payments made to CUNY on behalf of the College(s) by requiring repayment by CUNY or RF in the event that CUNY or RF has received monies that are reasonably determined to be prohibited under this Agreement or disallowed under any applicable Federal, State or City law, regulation or rule.
1. At least thirty (30) days prior to exercising its right to recoup payments, DYCD shall provide written notice to CUNY setting forth the nature and amount of the payments determined by DYCD to be invalid or disallowed under this Agreement and the basis for such determination.
  2. CUNY shall have ten (10) business days after its receipt of such written notice to respond to such DYCD determination in writing. DYCD shall reasonably consider CUNY's response, if any, and will issue its explanation for its determination within (10) days after the receipt of CUNY's response.
- E. The Parties acknowledge that pursuant to a certain Agreement dated October 20, 1983 between the RF and CUNY, the RF will act as CUNY's fiscal agent. Each invoice shall be signed by the RF Director of Grants and Contracts, and shall include the following language: *"I hereby certify that this invoice is for articles received, services rendered or amounts expended on behalf of the City of New York, that it is correct as to price and amount, that it is necessary for the proper transaction of the business of DYCD, that it was incurred solely for the benefit of the City of New York, that no part of the amount claimed herein has been previously certified, and that the amount is solely for the operation of said Program described in this invoice."*

#### **ARTICLE 4**

##### **TERMINATION AND MODIFICATION**

- A. **Termination.** This Agreement may be terminated by either Party at any time upon thirty (30) days' written notice to the other Party. Training Program Cohorts that are in progress at the time of termination notice shall proceed as scheduled including all classroom hours, internship hours, assistance with examination preparation, Training Completion, and employment placement.

B. **Modification.** This Agreement may only be amended by the mutual written consent of the Parties.

## **ARTICLE 5**

### **NOTICES**

All notices required by this Agreement shall be delivered by messenger or overnight delivery service or email to the following:

#### **To DYCD:**

New York City Department of Youth and Community Development  
2 Lafayette Street, 19<sup>th</sup> Floor  
New York, NY 10007  
Attn: Megan Keenan, Senior Director, Senior Director, Youth Employment Policy and Special Projects  
Email: mkeen-an-berryman@dycd.nyc.gov  
and  
Attn: Caroline Press, General Counsel (same delivery address as above)  
Email: cpress@dycd.nyc.gov

#### **To CUNY:**

For All Matters:  
Valerie Westphal  
University Director of Continuing Education  
and Workforce Programs  
16 Court Street, 32<sup>nd</sup> Floor  
Brooklyn, NY 11241  
Email: valerie.westphal@cuny.edu

With a Copy to:  
City University of New York  
Office of the General Counsel  
205 East 42nd Street, 11th Floor  
New York, NY 10017  
Attn: DYCD OSY Trainings MOU  
Email: ogc@cuny.edu

For fiscal matters:  
Assistant Director of Grants and Contracts  
The Research Foundation of CUNY  
230 West 41st Street  
New York, NY 10036  
Attn: Kyung Hur

## **ARTICLE 6**

### **PUBLICITY AND INTELLECTUAL PROPERTY**

- A. Neither CUNY nor RF shall publish any materials nor any work dealing with any aspect of performance under this Agreement, nor any of the results and accomplishments thereof, without the prior written approval of DYCD, which shall not be unreasonably withheld. In the event such permission is granted, the City shall have a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for non-commercial purposes only, such portion of the publication dealing with such aspect of performance, results and/or accomplishments. In preparing any of its own materials based on the CUNY prepared materials, DYCD will give CUNY and the principal material developer appropriate credit.
- B. Instructional materials and curricula used by CUNY that includes instructional materials and curricula created by third parties or created by CUNY and used in CUNY for-credit and continuing education courses shall be the sole property of CUNY or as established in CUNY's Intellectual Property Policy. To the extent that such instructional materials and curricula are newly created, or adapted (or paid for under this Agreement), the City shall have a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize other government entities to use, for non-commercial, public purposes only, in connection with the City's responsibilities to provide workforce training programs consistent with its authority under the City Charter or other law.
- C. Any and all materials written or developed by CUNY under the terms of, or specifically for utilization under, this Agreement, other than those materials described in Article 6 (B) above, shall become the exclusive property of the City and shall not be used by CUNY except as permitted in subdivision 6 (A) above.
- D. All official DYCD files or records containing personally identifiable Participant information or as set forth on the Participant Information Form or otherwise identified as confidential in the DYCD WIOA Policy Regarding Handling and Protection of Personal Identifiable Information (PII) (collectively, "Confidential Information") obtained, learned, developed, or filed by CUNY, RF and the Colleges shall be held confidential by CUNY, RF and the Colleges, and shall not be disclosed by CUNY, RF or the Colleges to any person, organization, agency, or entity except as authorized or required by law, including, but not limited to, the Freedom of Information Law or a lawful subpoena. It is agreed and understood that should any Confidential Information be requested of CUNY, and CUNY determines that disclosure is authorized or required by law, CUNY shall provide DYCD ten (10) days' notice and opportunity to object to the disclosure. This Article shall remain in full force and effect following the termination of this Agreement.

The Parties acknowledge that (a) information that may be shared in connection with the Program may include personally identifiable information from education records that are subject to the Family Educational Rights and Privacy Act/FERPA ("FERPA Records"), and (b) to the extent that information is shared in connection with the Program includes FERPA Records, CUNY will not release such information from education records, other than Directory information, without

obtaining a FERPA release, in a form used by the Colleges, from the student, or unless otherwise permitted or required to be disclosed under applicable law. It is agreed and understood that should any FERPA Records be requested of DYCD, DYCD shall immediately notify CUNY to determine whether disclosure is authorized or required by law.

## **ARTICLE 7**

### **MISCELLANEOUS**

- A. CUNY and the Colleges agree to retain and to require RF to retain all books, records, and other documents relevant to this Agreement for a minimum of six (6) years after the final payment or termination of this Agreement whichever occurs later. City, State, and federal auditors, and any other persons duly authorized by DYCD shall have full access to and the right to examine any of the said materials.
- B. This Agreement is subject to audit by Federal, State, and/or Local agencies as authorized or required by law. CUNY shall cooperate and assist with all program and fiscal monitoring, evaluation and close- out activities and audits conducted by DYCD or its designees or any other entity authorized or permitted to perform or undertake any of the foregoing.
- C. If any provision contained in this Agreement is held to be unenforceable by a court of law or equity, this Agreement will be construed as if such provision did not exist and the non-enforceability of such provision will not be held to render any other provision or provisions of this Agreement unenforceable.
- D. DYCD shall provide all necessary guidance and assistance to CUNY and the RF to ensure that the Training Programs provided under this Agreement are performed in accordance with all applicable provisions of Federal, State, and Local Laws, including the Workforce Innovation and Opportunity Act ("WIOA"), as well as applicable United States OMB Circulars, including but not limited to any successor guidelines as set forth in "The Super Circular", 2 C.F.R. Part 200 governing the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. If applicable, CUNY shall fulfill the audit requirements of the Federal Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and Other Non-Profit Organizations," or, successor guidelines as set forth in "The Super Circular", 2 C.F.R. Part 200 governing the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and shall provide such audit to DYCD within thirty (30) days after its receipt of DYCD's written request therefor. For purposes of this Agreement, CUNY shall be deemed to be a "Subrecipient" of a federal award. The Catalog of Federal Domestic Assistance (CFDA) number for WIOA Youth is 17.259. Additional information on CFDA can be found at: <https://www.cfda.gov>.
- E. This Agreement contains all the terms and conditions agreed upon by the Parties, and no other Agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the Parties, nor to vary any of its terms.
- F. Provided that the Parties have in effect and take all reasonable actions to comply with its disaster recovery and business continuity plans, neither Party will be deemed to be in violation of this

Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of nature, including, without limitation, earthquakes, floods, winds, or storms. In such an event, the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.

- G. Except as otherwise permitted under this Agreement, neither CUNY nor RF nor the Colleges will assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the City. Such prior written consent will not be unreasonably withheld, delayed, or conditioned.
- H. The Parties hereto represent and warrant that the person executing this Agreement on behalf of each party has full power and authority to enter into this Agreement and that the Parties are authorized by law to perform the Training Program(s) set forth in the Agreement.

[Continued on next page]



IN WITNESS WHEREOF, the Parties hereto have executed this Agreement to be effective on the date first above written.

**THE CITY UNIVERSITY  
OF NEW YORK**

**CITY OF NEW YORK  
DEPARTMENT OF YOUTH AND  
COMMUNITY DEVELOPMENT**

  
\_\_\_\_\_  
Authorized Signatory

Jane Sovern

\_\_\_\_\_  
Name (Print)

Interim General Counsel

\_\_\_\_\_  
Title (Print)

7.5.17


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Date

  
\_\_\_\_\_  
Caroline Press  
General Counsel

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Caroline Press  
General Counsel

7/10/17

\_\_\_\_\_  
Date

Approved As To Form  
  
The City University of New York  
Office of the General Counsel  
Date: July 5, 2017

APPROVED AS TO FORM  
CERTIFIED AS TO LEGAL AUTHORITY

  
\_\_\_\_\_  
ACTING CORPORATION COUNSEL

6/21/2017

## **LIST OF EXHIBITS**

- Exhibit A: Scope of Work
- Exhibit B: First Program Year Budget
- Exhibit C: Workscope Payment Schedule for Period: September 1, 2016 – June 30, 2017
- Exhibit C-1: Workscope Payment Schedule for Period: July 1, 2017 – June 30, 2018
- Exhibit C-2: Workscope Payment Schedule for Period: July 1, 2018 – June 30, 2019
- Exhibit C-3: Workscope Payment Schedule for Period: July 1, 2019 – December 31, 2019
- Exhibit D: CUNY-OSY Training Programs
- Exhibit E: DYCD WIOA Out of School Youth Career Development Connect Providers

**EXHIBIT A –**  
**SCOPE OF WORK**

**Overview**

**Training Programs:** During the Term, CUNY, through the Borough of Manhattan Community College ("**BMCC**"), Hostos Community College ("**Hostos**"), Queensborough Community College ("**QCC**"), Bronx Community College ("**BCC**"), Kingsborough Community College ("**KCC**"), and the College of Staten Island ("**CSI**") (collectively "the Colleges"), will support recruitment, assess potential students, deliver and administer the following Training Programs and related services to Participants referred by DYCD OSY Career Development Connect providers. CUNY and the Colleges shall not use monies received through this Agreement to fund Training Programs that were planned or existed prior to the effective date of the Agreement; rather, DYCD funding must be used to fund new Training Programs that would not exist without DYCD support, as per **Exhibit C**. CUNY will ensure that each school has the requisite state or other governmental and necessary approvals prior to the start of the Training Programs:

1. BMCC will provide the following Training Programs:
  - Cisco
  - Cisco Certified Network Associate (CCNA)
  - CompTIA A+
2. Hostos will provide the following Training Program:
  - Patient Care Technician
3. Queensborough will provide the following Training Programs:
  - Patient Care Technician
  - Hemodialysis Technician
4. BCC will provide the following Training Program:
  - Early Childhood Education
5. KCC will provide the following Training Program:
  - Culinary Arts and Customer Service
6. College of Staten Island will provide the following Training Program:
  - Pharmacy Technician

DYCD shall have the right to provide final approval of training programs and the colleges offering the trainings.

Depending on DYCD OSY Career Development Connect Participant interest, adjustments or changes to training programs including but not limited to increasing or decreasing the number of students to be served in each program may be made. Each Training Program Cohort shall be limited to Participants referred by the DYCD OSY Career Development Connect providers.

**I. TRAINING AND TRAINING ADMINISTRATION**

**A. CUNY Activities**

CUNY's Central Office ("CUNY Central") agrees to oversee all components of Training Programs set forth in this Agreement, including but not limited to assisting with Participant recruitment and screening, pre-Training Program services, performance management, and data collection and tracking across the Colleges that will administer the Training Programs described in this **Exhibit A**. CUNY Central will work with the colleges to ensure

that Participants are placed in jobs in the area of training at the successful conclusion of training and examination services as set forth in Part II Outcomes, Section B.

## **1. CUNY Central**

- a) The **Research Foundation ("RF")**, CUNY's fiscal representative, will be responsible for all fiscal exchanges with DYCD including monthly billing, managing cost-reimbursement and performance payments, and dispensing funds to the Colleges, among other duties.
- b) Designated staff of CUNY Central's Office of Continuing Education and Workforce Programs will manage the relationships between Training Programs' stakeholders including DYCD, Colleges, Career Development Connect providers (**Exhibit D**) in collaboration with DYCD, training internship sites and employer partners in collaboration with the colleges.
- c) CUNY Central will also be responsible for overall program management including the following:
  - 1) Communication Management
    - CUNY Central shall designate staff to oversee the daily operations of the initiative across the Colleges. CUNY Central staff will serve as the official point of contact for all of the Colleges and DYCD and will meet with the DYCD Program Manager on a weekly basis, either in person or via conference call, to ensure that performance expectations are met.
    - Through regular check-ins with the colleges, provide consistent and clear communication of overall strategy and program models to Colleges and other key partners; ensuring that Colleges and other key partners develop trust and buy-in and are aware of roles, responsibilities, and timelines.
  - 2) Technical Assistance and Quality Assurance
    - Maintain a high level understanding of program progress and student activities including any issues needing immediate attention. Provide interventions accordingly.
    - Manage Training Programs effectively through the creation of work plans and timelines as needed as determined by CUNY Central and DYCD;
    - Assist Colleges with the implementation of curriculum enhancements as needed;
    - Ensure that the Participant assessment materials are DYCD approved and conduct quality assurance to ensure that assessments are faithfully implemented;
    - Oversee the compliance of data entry and service delivery, in accordance with the requirements laid out in this MOU and its related Exhibits;
    - Oversee quality management of programs through Training Program site visits, as needed;
    - Make recommendations to institutionalize best practices across CUNY; oversee the work of the Program Liaison described below, at each college and working as their primary point of contact for CUNY Central.
  - 3) Outcomes Management
    - Provide strategic guidance to OSY Career Development Connect Providers and colleges on recruitment and program planning so that programs operate in accordance with the mutually established schedule;
    - Ensure daily communication with OSY Career Development Connect Providers regarding Participant attendance and progress as needed;
    - Collaborate with the Colleges on effective methods to incorporate job readiness within training programs;
    - Oversee the connection of Training Program Participants to applicable recruitment events and other career opportunities for job placement or promotion immediately following Training

Program completion as well as through the end of the Term of the Agreement, working in coordination with the Colleges' staff as necessary;

- Ensure the collection of Training Program Participants' pay stub verification of employment outcomes within ninety (90) days of training completion;
- Ensure that high priority items are completed first and escalate issues that will affect completion of program milestones.

d) Each participating College will designate at least one dedicated Program Liaison who will develop relationships with Participants from the beginning of the Training Program process by conducting Intake and Initial Assessment. This liaison will be the single point of contact in providing Participants with a comprehensive array of services, including monitoring attendance and contacting Participants who are absent from class, responding promptly to instructors' concerns, meeting regularly with Participants to engage in problem-solving if needed, and communicating concerns about attendance and progress to OSY Career Development Connect Providers to form joint strategies to address such concerns. They will also be responsible for ensuring that desired training completion rates are met by each College by implementing the following:

- Academic and Skills Remediation. Meet with Training Program Instructors on a weekly basis to ensure that any Participant issues that may impact training completion are discovered and addressed in a timely manner. Any Participant with a failing grade for any major test instrument or who has a failing grade point average will be assisted through tutoring, exercises, provision of test prep materials, and other instructional resources. Participants who self-identify as requiring assistance shall also be remediated.
- Education Support. Participants demonstrating challenges will be assisted on topics such as setting goals, time management, test anxiety, study strategies, test-taking strategies, and other appropriate topics.
- Job Readiness. The liaison will alert CUNY Central of Participant needs related to job readiness and job placement assistance so that CUNY Central can make appropriate connections to the Career Development Connect Providers.
- Service Coordination. The liaison will collaborate with CUNY Central to share relevant data on all aspects of the program, including recruitment, selection, training delivery, and post-training outcomes.

## **2. Pre-Training Activities.**

- a) Pre-Training Activities will include the following: Initial Screening and Referral, Assessment and Intake, and Orientation.
- b) DYCD, CUNY Central, and OSY Career Development Connect providers will jointly develop Initial Screening and Referral tools for Career Development Connect providers to use in identifying and referring suitable candidates for Training Programs to the applicable CUNY school within fifteen (15) days of the execution of this agreement. These screening tools will be informed by the key academic and personal attributes Participants will need to be successful in their training of interest.
- c) Once a Participant is referred to CUNY, CUNY Central will be responsible for overseeing and monitoring the additional Assessment and Intake activities ("Assessment and Intake") needed. When applicable, CUNY Central will ensure that staff performing Assessment and Intake at each of the Colleges administering Training Programs use the tools and methodology developed in collaboration with DYCD. These tools will be designed to identify the most qualified applicants, screen out ineligible applicants, and

maximize overall Training Program outcomes by: selecting the applicants that are most likely to complete the Training Program; finding applicants who will obtain Training Program-related employment; and ensuring that applicants are selected for the Training Program that best matches their career goal. Tools and methodology must include but are not limited to a written application and interview to determine applicants' understanding of training and job requirements, short- and long-term occupational goals, and ability to commit to the Training Program and outside study. Each participating College must submit an assessment plan and materials to CUNY Central and DYCD at least one (1) month prior to the planned start of recruitment; the plan and materials must receive approval by CUNY Central and DYCD in advance of implementation.

- d) Following Assessment and Intake, Orientation will be conducted to ensure applicants understand the requirements of the Training Program, the responsibilities of the job, and potential career path, in detail. An orientation outline must be shared with DYCD five (5) days prior to the start of any preliminary class(es). Only those Participants passing this assessment are to be enrolled in the Training Program. At the conclusion of each assessment and orientation period, each College will communicate to each accepted student's OSY Career Development Connect Provider any identified supportive service needs for that student and together Colleges and Providers will agree on an individualized supportive services action plan.
- e) CUNY Central will ensure that each Participant receives all Pre-Training Activities on or before the first day of the Training Program class, in addition to the contextualized career, training, or job placement services before, during, or after Training Program completion, unless a Program-wide event is planned.

### **3. Data Collection and Reporting.**

- a) CUNY Central will be required to comply with a detailed data collection and reporting policy (briefly outlined below) provided by DYCD. CUNY Central will collect, verify, and record the following basic Training Program and outcome data on each Training Program Participant as required by local, state, and federal regulations and detailed below. All data and verification methods must be entered into Capricorn in real-time (within 5 business days) and submitted to DYCD for filing. All delays in data entry must be reported to DYCD immediately.
- b) The data collection and reporting policy is briefly outlined here:
  - 1) CUNY Central will facilitate and/or College staff will enter into a DYCD database such as Capricorn or successor system: daily attendance information as applicable (including in required internship/externship placements); information on training completion, information on certificates achieved; and information on job placement.
  - 2) Each College must utilize a sign in sheet for each day of instruction and internship (if applicable) attendance that includes the date, students' name, and signature.
  - 3) CUNY Central will oversee the recording of all Initial Screening and Referral, Assessment and Intake, Orientation, Individual Training Plan, Training Enrollment, and Training Completion services in each Participant's Capricorn record in real-time. Performance Payments will be based both on outcome data reflected in Capricorn, and supplemental documentation provided by Colleges.
  - 4) CUNY Central will monitor Participant enrollment, attendance, and completion as well as other Participant data across all participating CUNY schools as reasonably required by DYCD.
  - 5) CUNY Central will develop and submit a performance dashboard on a monthly basis when Training Programs are underway. The template for this report must be approved by DYCD within two (2) weeks of executing this Agreement. The dashboard must include for each launched program:
    - Number of Participants enrolled in Training Programs;

- Number of Participants who have completed Training Programs, including number who have attained applicable certifications;
  - Placement efforts, including jobs secured by students;
  - Months since Training Program completion; and
  - Any other data points as determined by CUNY Central and DYCD.
- 6) CUNY Central will submit a final performance dashboard covering all Training Programs and Programs and a narrative report at the end of each fiscal year that:
- Details and summarizes final Training Program outcome data;
  - Highlights successes and challenges of individual Training Programs and Colleges and other partners;
  - Evaluates Intake and Assessment, data collection and reporting, quality assurance, and fiscal performance of individual Training Programs and Colleges; and
  - Offers recommendations on strengthening the collaboration between CUNY Central, DYCD, Career Development Connect Providers, and other stakeholders.

#### 4. Quality Assurance

CUNY Central shall develop DYCD-approved Participant course evaluations for each Training Program. Evaluations must be conducted at the mid-point of the Training Program in addition to the final class date. CUNY Central will work with DYCD and each College to address any concerns raised by DYCD and/or CUNY Central as a result of these course evaluations on a real time basis. Within ten (10) business days following the completion of these surveys, CUNY Central must submit to DYCD:

- Copies of the completed surveys;
- A summary of aggregated data from the surveys;
- A narrative of findings from the detailed and summary data; and
- Recommendations to resolve any issues raised by the Participants.

#### 5. Substitution Policy.

If any Participant drops out of a Training Cohort before the first fifteen percent (15%) of course hours have passed, the Colleges may accept a qualified replacement Participant for that Training Program. Any other substitutions require approval by DYCD.

#### B. Training Program Sizes and Locations

During the Term, CUNY Central will be responsible for providing the following Training Programs, number of cohorts, and students per cohort and overall. The minimum number of students in each cohort is approximately 75% of the maximum cohort size.

Training College/Name	# cohorts	Minimum/maximum # students per cohort	Minimum/maximum total students	Location
BMCC – Cisco CCNA	3	15/25	45/75	BMCC Financial District
Hostos – PCT	1	15/18	15/18	Hostos Community College, South Bronx

KCC – Culinary Arts and Customer Service	3	14/18	42/54	KCC Sheepshead Bay
BCC – Early Childhood Aide	2	19/25	38/50	BCC, University Heights, Bronx
QCC – PCT	1	12/16	12/16	QCC Flushing
QCC – Hemodialysis Technician	2	12/16	24/32	QCC Flushing
CSI – Pharmacy Tech	2	12/15	24/30	CSI Staten Island near ferry terminal

### C. Training Lengths

The Training Programs will provide the number of hours of instruction, including classroom hours and internship hours, as per below and based on certification and employer requirements:

Training College/Name	Classroom hours	Internship hours	# weeks
BMCC – Cisco CCNA	520	240 hours as needed	22 weeks
Hostos – PCT	100	Up to 110 as needed	14 weeks
KCC – Culinary Arts and Customer Service	150	As needed	9-12 weeks
BCC – Early Childhood Aide	120	480	17 weeks
QCC – PCT	100	160	15 weeks
QCC – Hemodialysis Technician	100	200 – 250 as needed	8 weeks
CSI – Pharmacy Tech	105	Up to 120 as needed	9 weeks

### D. Eligibility.

Colleges will be responsible for screening potential participants referred to them by OSY Career Development Connect Providers, based on screening guidelines developed and approved by CUNY and DYCD. Interested candidates will be required to meet the following minimum eligibility requirement(s) in order to enroll in the Training Program:

Training College/Name	Minimum age	Minimum education	Minimum TABE	Other
BMCC – Cisco CCNA	18 years	HSD/HSE	10 <sup>th</sup> grade reading and math	Learning style questionnaire; tech aptitude test; review of previous work and educational experiences; potential for continuation in IT field



Hostos – PCT	18 years	HSD/HSE	8 <sup>th</sup> grade reading and math	Info session/interview
KCC – Culinary Arts and Customer Service	18 years	HSD/HSE	9 <sup>th</sup> grade reading	Legally eligible to work in the United States
BCC – Early Childhood Aide	18 years	HSD/HSE	10 <sup>th</sup> grade reading	Pass fingerprinting/background checks/no barriers to working with children
QCC – PCT	18 years	HSD/HSE	9 <sup>th</sup> grade reading	Info session/interview
QCC – Hemodialysis Technician	18 years	HSD/HSE	9 <sup>th</sup> grade reading	Info session/interview
CSI – Pharmacy Tech	18 years	HSD/HSE	5 <sup>th</sup> grade reading	Interview

#### E. Certification and College Credits.

In addition to receiving a certificate of completion from each college, CUNY Central will coordinate the registration and testing for professional occupational credentials awarded by industry organizations and the awarding of college credits, if applicable, as per the following:

Training Name	CUNY Certificate, Professional Certificate(s), College Credits
BMCC – Cisco CCNA	CISCO Certified Network Associate (CCNA) CompTIA A+
CSI – Pharmacy Technician	National Pharmacy Technician Certification Examination (PTCE)
Hostos – PCT	National Healthcareer Association (NHA) Patient Care Technician (PCT)
KCC – Culinary Arts and Customer Service	National Restaurant Association Educational Foundation (NRAEF) American National Standards Institute (ANSI) Conference for Food Protection (CFP) ServSafe Protection Manager Certification National Restaurant Association (NRA) Manage First Customer Service Certificate NYC DOHMH Food Protection Certificate Up to 4 college credits
BCC – Early Childhood Aide	Council for Early Childhood Professional Recognition (CECPR) Child Development Associate (CDA) Up to 3 college credits
QCC – PCT	National Healthcareer Association (NHA) Patient Care Technician (PCT)
QCC – Hemodialysis Technician	Board of Nephrology Examiners Nursing Technology (BONENT) Certified Hemodialysis Technician (CHT)

## **II. OUTCOMES**

### **A. Training Completion.**

Each College administering a Training Program included in this MOU will endeavor to obtain a Training Completion Rate (defined as the number of Participants who complete the Training Program divided by the number of Participants who enrolled in that Training Program) of at least seventy-five percent (75%). Training Completion is further defined as:

- Completing no less than eighty-five percent (85%) of course hours, including internship hours if applicable;
- Receiving at least one of the certifications or industry recognized credentials as outlined above in I E 1;
- Having a complete, updated professional resume (paper and electronic), portfolio if applicable, cover letters, and any other necessary documents needed for job search activities; and
- Reporting training completion outcomes to CUNY Central within thirty (30) days of the end of the training program to capture final certifications.

### **B. Employment.**

Each College/CUNY Central will endeavor that at least seventy-five percent (75%) of Participants that complete each Training Program are placed in a job within ninety (90) days of training completion.

### **C. Outcome Data Entry**

Training Completions and Employment must be recorded in DYCD's database system, Capricorn or its successor system, and corroborated through documents including but not limited to paystubs, training-related certificates, DYCD-approved Participant sign-in sheets and proof of postsecondary school enrollment. CUNY Central must keep such records on hand for up to six (6) years as they are subject to audit by DYCD and its funders. Performance Payments will be based both on outcome data reflected in Capricorn, and supplemental documentation provided by Colleges.

## **III. DYCD RESPONSIBILITIES**

DYCD will designate a Program Director and a Program Manager whose duties will include collaborating with CUNY to achieve Program goals and milestones and managing relationships with OSY Career Development Connect providers.

<b>DYCD OSY/CUNY Advanced Training Budget</b>	
<b>College</b>	<b>Total</b>
<b>Personnel</b>	
Brandi Mandato	\$57,500
Shafiqah Faust	\$54,167
Valerie Westphal	\$1,654
Project Analyst	\$6,000
<b>Subtotal</b>	<b>\$119,321</b>
<b>Fringe</b>	
Brandi Mandato	\$20,125
Shafiqah Faust	\$18,958
Valerie Westphal	\$579
Project Analyst	\$2,100
<b>Subtotal</b>	<b>\$41,762</b>
<b>OTPS</b>	
Non-Staff Services	\$460,944
Non-Staff Services (CUNY Central)	\$1,200
<b>Subtotal</b>	<b>\$462,144</b>
<b>TOTAL:</b>	<b>\$623,227</b>

	# of Cohorts	FY17
BCC	1	\$52,000
BMCC	2	\$122,000
Hostos	1	\$97,450
KCC	2	\$91,838
QCC	1	\$49,905
CSI	1	\$47,751
<b>Grand Total</b>	<b>8</b>	<b>\$460,944</b>

**EXHIBIT C - Program Year One**  
**OUT-OF-SCHOOL CUNY OPTION 1 PROGRAM**  
**Workscope Payment Schedule**

<b>Contractor:</b>	<b>CUNY</b>	<b>Training Period from</b>	<b>9/1/2016</b>	<b>to</b>	<b>6/30/2017</b>
<b>Office Address:</b>	<b>16 Court Street, 32nd Floor, Brooklyn, NY 11241</b>				
<b>Executive Director:</b>	<b>Valerie Westphal</b>	<b>Email Address:</b>	<b>valerie.westphal@cuny.edu</b>		
<b>Telephone:</b>	<b>718-254-7726</b>				
<b>Program Facility Address</b>	<b>various</b>				
<b>Borough:</b>	<b>various</b>	<b>Contract ID# -</b>			
<b>Project Director:</b>	<b>Brandi Mandato</b>	<b>Email Address:</b>	<b>brandi.mandato@cuny.edu</b>		
<b>Telephone:</b>	<b>718-254-7722</b>				

<b>TOTAL Program Year Amount =</b>	<b>\$623,227</b>		
<b>TOTAL Line Item Amount</b>	<b>\$ 529,742.95</b>		85.000%
<b>TOTAL PBC AMOUNT</b>	<b>\$ 93,484.05</b>		
<b>CUNY CENTRAL Admin Line Item</b>	<b>\$ 162,283.00</b>		26.039%
<b>COLLEGE TRAINING TOTAL AMOUNT</b>	<b>\$ 460,944.00</b>		73.961%
<b>COLLEGE TRAINING PERFORMANCE BASED AMOUNT</b>	<b>\$ 93,484.05</b>	<b>20.28% PB%</b>	15.000%
<b>COLLEGE TRAINING LINE ITEM</b>	<b>\$ 367,459.95</b>	<b>79.72% LI%</b>	0.000%

<b>MOU Milestones - PROGRAM YEAR</b>												
<b>School Training Name</b>	<b>Training</b>	<b>Budget</b>	<b>Line Item Amount</b>	<b>PB Amount</b>	<b>Service Level</b>	<b>Completion Milestone</b>	<b>Completion Milestone FEE</b>	<b>Total Completion Milestone Amt</b>	<b>Employment Milestone</b>	<b>Employment Milestone FEE</b>	<b>Total Employment Milestone Amt</b>	<b>Training Unit Cost</b>
Bronx Community College (1 cohort)	Early Childhood Aide	\$52,000	\$ 41,454	\$ 10,546	19	14	\$376.65	\$5,273.06	10	\$527.31	\$5,273.06	\$2,736.84
Borough of Manhattan Community College (2 cohorts)	Cisco+CCNA	\$122,000	\$ 97,257	\$ 24,743	30	22	\$562.34	\$12,371.41	16	\$773.21	\$12,371.41	\$4,066.67
College of Staten Island (1 cohort)	Pharm Tech	\$47,751	\$ 38,067	\$ 9,684	12	9	\$538.02	\$4,842.19	8	\$807.03	\$4,842.19	\$3,979.25
Hostos Community College (1 cohort)	PCT	\$97,450	\$ 77,686	\$ 19,764	13	9	\$1,097.99	\$9,881.92	6	\$1,646.99	\$9,881.92	\$7,496.15
Kingsborough Community College (2 cohort)	Culinary Arts	\$91,833	\$ 73,212	\$ 18,626	28	21	\$443.47	\$9,312.83	15	\$620.86	\$9,312.83	\$3,279.93
Queensborough Community College (1 cohort)	Hemodialysis	\$49,905	\$ 39,784	\$ 10,121	12	9	\$562.29	\$5,060.62	6	\$843.44	\$5,060.62	\$4,158.75
<b>Totals</b>		<b>\$460,944</b>	<b>\$ 367,460</b>	<b>\$ 93,484</b>	<b>114</b>	<b>84</b>		<b>\$46,742.03</b>	<b>59</b>		<b>\$46,742</b>	

**EXHIBIT C - Program Year Two**  
**OUT-OF-SCHOOL CUNY OPTION 1 PROGRAM**  
**Workscope Payment Schedule**

<b>Contractor:</b>	<b>CUNY</b>	<b>Training Period from</b>	<b>7/1/2017</b>	<b>to</b>	<b>6/30/2018</b>
<b>Office Address:</b>	16 Court Street, 32nd Floor, Brooklyn, NY 11241				
<b>Executive Director:</b>	Valerie Westphal	<b>Email Address:</b>	valerie.westphal@cuny.edu		
<b>Telephone:</b>	718-254-7726				
<b>Program Facility Address</b>	various				
<b>Borough:</b>	various	<b>Contract ID# -</b>			
<b>Project Director:</b>	Brandi Mandato	<b>Email Address:</b>	brandi.mandato@cuny.edu		
<b>Telephone:</b>	718-254-7722				

TOTAL Program Year Amount =	\$1,178,549
TOTAL Line Item Amount	\$ 1,001,766.65
TOTAL PBC AMOUNT	\$ 176,782.35

**CUNY CENTRAL Admin Line Item**

COLLEGE TRAINING TOTAL AMOUNT  
COLLEGE TRAINING PERFORMANCE BASED  
AMOUNT

COLLEGE TRAINING LINE ITEM

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**EXHIBIT C - Program Year Three**

## OUT-OF-SCHOOL CUNY OPTION 1 PROGRAM

### Workscope Payment Schedule

**Contractor:**  
**Office Address:**  
**Executive Director:**  
**Telephone:**  
**Program Facility Address**  
**Borough:**  
**Project Director:**  
**Telephone:**

<b>CUNY</b>	<b>Training Period from</b>	<b>7/1/2018</b>	<b>to</b>	<b>6/30/2019</b>
16 Court Street, 32nd Floor, Brooklyn, NY 11241				
Valerie Westphal	<b>Email Address:</b> valerie.westphal@cuny.edu			
718-254-7726				
various				
various	<b>Contract ID# -</b>			
Brandi Mandato	<b>Email Address:</b> brandi.mandato@cuny.edu			
718-254-7722				

TOTAL Program Year Amount =	\$1,178,549
TOTAL Line Item Amount	\$ 1,001,766.65
TOTAL PBC AMOUNT	\$ 176,782.35

**CUNY CENTRAL Admin Line Item**

COLLEGE TRAINING TOTAL AMOUNT  
COLLEGE TRAINING PERFORMANCE BASED  
AMOUNT

COLLEGE TRAINING LINE ITEM

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## MOU Milestones - PROGRAM YEAR

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**EXHIBIT C - Program Year Four**  
**OUT-OF-SCHOOL CUNY OPTION 1 PROGRAM**  
**Workscope Payment Schedule**

Contractor:	CUNY	Training Period from	7/1/2019	to	6/30/2020
Office Address:	16 Court Street, 32nd Floor, Brooklyn, NY 11241				
Executive Director:	Valerie Westphal	Email Address:	valerie.westphal@cuny.edu		
Telephone:	718-254-7726				
Program Facility Address	various				
Borough:	various	Contract ID# -			
Project Director:	Brandi Mandato	Email Address:	brandi.mandato@cuny.edu		
Telephone:	718-254-7722				

TOTAL Program Year Amount =	\$555,321
TOTAL Line Item Amount	\$ 472,022.85
TOTAL PBC AMOUNT	\$ 83,298.15

CUNY CENTRAL Admin Line Item

COLLEGE TRAINING TOTAL AMOUNT  
 COLLEGE TRAINING PERFORMANCE BASED  
 AMOUNT

COLLEGE TRAINING LINE ITEM

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MOU Milestones - PROGRAM YEAR												
School Training Name	Training	Budget	Line Item Amount	PB Amount	Service Level	Completion Milestone	Completion Milestone FEE	Total Completion Milestone Amt	Employment Milestone	Employment Milestone FEE	Total Employment Milestone Amt	Training Unit Cost
Bronx Community College (cohorts TBD)	Early Childhood Aide	TBD	#VALUE!	#VALUE!	TBD	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Borough of Manhattan Community College (cohorts TBD)	Cisco+CCNA	TBD	#VALUE!	#VALUE!	TBD	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
College of Staten Island (cohorts TBD)	Pharm Tech	TBD	#VALUE!	#VALUE!	TBD	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Hostos Community College (cohorts TBD)	PCT	TBD	#VALUE!	#VALUE!	TBD	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Kingsborough Community College (cohorts TBD)	Culinary Arts	TBD	#VALUE!	#VALUE!	TBD	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Queensborough Community College (cohorts TBD)	Hemodialysis	TBD	#VALUE!	#VALUE!	TBD	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Totals		\$0	#VALUE!	#VALUE!	0	#VALUE!		#VALUE!	#VALUE!		#VALUE!	



**Exhibit D CUNY Training Programs**

College	Training	Borough	Sector	Per Cohort Cost	Training Duration	Cohorts	Students Per Cohort (min/max)	Total Students (min/max)	Total Cost	Certificates
BCC	Early Childhood Aide	Bronx	Education	\$49,500	120 hours training, 480 hours internship	2	19/25	38/50	\$50,000	CECPR CDA, 3 college credits
BMCC	Cisco CCNA, Comp TIA A+	Manhattan	IT	\$61,000	192 hours training	3	15/25	30/50	\$183,000	Cisco CCNA, Comp TIA A+
CSI	Pharmacy Tech	Staten Island	Health care	\$47,751	105 hours training	2	12/15	24/30	\$95,502	National PTCE
Hostos	Patient Care Technician	Bronx	Health care	\$97,450	210 hours	1	18	18	\$97,450	NHA PCT
KCC	Culinary Arts	Brooklyn	Food service	\$45,919	144 hours	3	14/18	28/36	\$137,757	NRAEF ServSafe Customer Service NRAEF ServSafe Management NYC DOH Food Handlers Up to 4 college credits
QCC	Hemodialysis Technician Training	Queens	Health care	\$49,905	100 hours training, 200 hours internship	2	12/15	24/30	\$99,810	BONENT
QCC	Patient Care Technician	Queens	Health care	\$75,067	100 hours training, 160 hours internship	1	16	16	\$75,067	NHA PCT
City Tech	ESSI	Brooklyn	Construction	\$33,530	70 hours training	1	16	16	\$33,530	Certificate of Completion
City Tech	Refrigeration/ NATE	Brooklyn	Construction	\$60,405	182 hours training	1	16	16	\$60,405	EPA Universal certification, Basic NATE certification

**EXHIBIT E – DYCD WIOA Out of School Youth Career Development Connect Providers**

<b>OSY Provider &amp; Borough</b>	<b>Program Facility Address(es)</b>	<b>Occupational Training Sector(s)</b>	<b>Credential(s)</b>
Cypress Hills Local Development Corporation (Brooklyn)	2836 Fulton Street, Bklyn, NY 11208 2930 Fulton Street, Bklyn, NY 11208	Technology Food Service Industrial/Manufacturing	Microsoft Office Specialist (MOS) Food Handlers Certification Comm. Driver's License (CDL) – Class C
DB Grant Associates (Queens)	168-25 Jamaica Avenue Jamaica, NY 11432	Food Service Retail Technology Industrial/Manufacturing	ServSafe – Food Handlers NRF Customer Service Microsoft Office Specialist Commercial Driver's License
DB Grant Associates (Staten Island)	26 Bay Street Staten Island, NY 10301	Food Service Retail Healthcare, & Industrial/Manufacturing	ServSafe – Food Handlers NRF Customer Service Microsoft Office Specialist Commercial Driver's License
Eckerd Youth Alternatives (Bronx)	Bronx Comm. College, 2155 University Ave., Gould Hall Bronx, NY 10453	Retail Technology	NRF Customer Service Microsoft Office Specialist (MOS)
Eckerd Youth Alternatives (Queens)	31-00 47 <sup>th</sup> Avenue, 2 <sup>nd</sup> floor, Suite 2115 Long Island City, NY 11101	Retail Technology	NRF Customer Service Microsoft Office Specialist (MOS)
Mosholu Montefiore Community Center (Bronx)	3512 Dekalb Avenue Bronx, NY 10467	Food Service Retail, Healthcare Technology Industrial/Manufacturing	ServSafe – Food Handlers NRF Customer Service Microsoft Office Specialist (MOS)

Northern Manhattan Improvement Corporation (Manhattan)	45 Wadsworth Avenue New York, NY 10033	Technology Retail Food Service	ServSafe – Food Handlers NRF Customer Service Microsoft Office Specialist (MOS)
DBT (Brooklyn - Sunset Park)	783 4 <sup>th</sup> Avenue Brooklyn, NY 11215	Retail Technology	Adobe Certified Associate NRF Customer Service Microsoft Office Specialist (MOS)
DBT (Brooklyn - Bushwick)	25 Thornton Street Brooklyn, NY 11206	Technology Customer Service	Adobe Certified Associate NRF Customer Service Microsoft Office Specialist (MOS)
The Door (Manhattan)	121 Avenue of the Americas New York, NY 10013	Retail Food Service	NRF Customer Service Food Handler's Certification

**FIRST AMENDMENT  
OF THE CAREER DEVELOPMENT CONNECT PARTICIPANT TRAININGS  
AGREEMENT**

**-between-**

**THE CITY OF NEW YORK DEPARTMENT OF YOUTH AND COMMUNITY  
DEVELOPMENT**

**and**

**THE CITY UNIVERSITY OF NEW YORK**

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**This FIRST AMENDMENT** ("First Amendment"), effective as of July 1, 2017, is made by and between the City of New York ("the City"), acting through its Department of Youth and Community Development ("DYCD"), and The City University of New York, sometimes referred to as City University of New York Senior Colleges ("CUNY"), acting on behalf of the colleges described herein (the "College(s)") (collectively, the "Parties" and each a "Party").

**WHEREAS**, DYCD administers the City's Out-of-School Youth ("OSY") workforce development programs by contracting with qualified organizations that provide work readiness skills to eligible OSY participants ("Participants") in accordance with the Workforce Innovation and Opportunity Act ("WIOA"); and

**WHEREAS**, the Parties entered into the Career Development Connect Participant Trainings Agreement (the "Agreement"), effective September 1, 2016, through December 31, 2019, in order to have CUNY, through its designated Colleges, implement a series of training programs for Participants in the OSY Service Option 1 Career Development Connect Program; and

**WHEREAS**, due to a reduction in WIOA funding, the Department has determined, in its discretion and pursuant to Article 3, Compensation and Payment Schedule, Section C, of the Agreement, that the reimbursement amount will be reduced to the extent set forth in this Amendment.

**NOW, THEREFORE**, the Parties hereby agree as follows:

1. All terms capitalized and not defined herein shall have the same meanings ascribed thereto in the Agreement.
2. Article 3 – Compensation and Payment Schedule, Paragraph A is hereby modified such that, for training cohorts that commence during the period of July 1, 2017 through June 30, 2018 ("Second Program Year"), DYCD shall compensate CUNY, on behalf of the College(s), an amount not to exceed five hundred fifty six thousand three hundred ninety eight dollars (\$556,398). For cohorts commenced during the Second Program Year, DYCD shall reimburse CUNY for costs incurred during the period July 1, 2017, through June 30, 2019 ("Second Program Year Budget Period"). The total amount the Department

shall pay CUNY during the Term shall not exceed two million nine hundred thirteen thousand four hundred ninety four dollars (\$2,913,494).

3. Exhibit A of the Agreement is hereby amended by appending to the end thereof "Exhibit A-1, Second Program Year (July 1, 2017 – June 30, 2018) Scope of Work," which is attached hereto, such that for training cohorts that commence during the period beginning July 1, 2017, and ending June 30, 2018, Contractor shall enroll and serve in accordance with the Agreement a minimum of sixty-three (63) and a maximum of eighty-six (97) Participants annually into the training programs listed and described therein.
4. Exhibit B of the Agreement is hereby amended, by appending to the end thereof "Exhibit B-1, Second Program Year Budget Period: July 1, 2017 – June 30, 2019," which is attached hereto.
5. Exhibit C-1 of the Agreement is deleted and hereby replaced by "Exhibit C-1, Workscape Payment Schedule for Second Program Year Budget Period: July 1, 2017 – June 30, 2019," which is attached hereto.
6. Exhibit D of the Agreement is hereby amended, by appending to the end thereof "Exhibit D-1, Second Program Year CUNY-OSY Training Programs," which is attached hereto.
7. Exhibit E of the Agreement is hereby amended, by appending to the end thereof "Exhibit E-1, Second Program Year DYCD WIOA Out of School Youth Career Development Connect Providers," which is attached hereto.
8. Except as modified herein, all the terms, covenants, and conditions set forth in the Agreement shall remain unchanged and in full force and effect.

**[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]**

IN WITNESS WHEREOF, the Parties hereto have duly executed this First Amendment to be effective as of the date first above written.

**THE CITY UNIVERSITY  
OF NEW YORK**

**CITY OF NEW YORK  
DEPARTMENT OF YOUTH AND  
COMMUNITY DEVELOPMENT**

  
\_\_\_\_\_  
Authorized Signatory


  
\_\_\_\_\_  
Caroline Press  
General Counsel

Loretta P. Martinez  
\_\_\_\_\_  
Name (Print)

General Counsel & Vice Chancellor for  
Legal Affairs  
\_\_\_\_\_  
Title (Print)

6/27/18  
\_\_\_\_\_  
Date

6/28/18  
\_\_\_\_\_  
Date

Approved As To Form  
  
\_\_\_\_\_  
The City University of New York  
Office of the General Counsel  
Date: 6/26/18

**EXHIBIT A-1**

**SECOND PROGRAM YEAR (JULY 1, 2017 – JUNE 30, 2018)  
SCOPE OF WORK**

**EXHIBIT A-1**  
**SECOND PROGRAM YEAR (July 1, 2017 – June 30, 2018)**  
**SCOPE OF WORK**

**Overview**

**Training Programs:** During the Term, CUNY, through Hostos Community College ("Hostos"), Queensborough Community College ("QCC"), Kingsborough Community College ("KCC"), the College of Staten Island (CSI), Bronx Community College ("BCC"), and York College ("York") (collectively "the Colleges"), will support recruitment, assess potential students, deliver and administer the following Training Programs and related services to Participants referred by DYCD OSY Career Development Connect providers. CUNY and the Colleges shall not use monies received through this Agreement to fund Training Programs that were planned or existed prior to the effective date of the Agreement; rather, DYCD funding must be used to fund new Training Programs that would not exist without DYCD support, as per Exhibit C. CUNY will ensure that each school has the requisite state or other governmental and necessary approvals prior to the start of the Training Programs:

1. BCC will provide the following Training Program:
  - Early Childhood Education
2. College of Staten Island will provide the following Training Program:
  - Certified Nurse Aide
3. Hostos will provide the following Training Programs:
  - Patient Care Technician
4. KCC will provide the following Training Program:
  - Culinary Arts and Customer Service
5. Queensborough will provide the following Training Programs:
  - Hemodialysis Technician
6. York will provide the following Training Program:
  - Web Developer

DYCD shall have the right to provide final approval of training programs and the colleges offering the trainings.

Depending on DYCD OSY Career Development Connect Participant interest, adjustments or changes to training programs including but not limited to increasing or decreasing the number of students to be served in each program may be made. Each Training Program Cohort shall be limited to Participants referred by the DYCD OSY Career Development Connect providers.

**I. TRAINING AND TRAINING ADMINISTRATION**

**A. CUNY Activities**

CUNY's Central Office ("CUNY Central") agrees to oversee all components of Training Programs set forth in this Agreement, including but not limited to assisting with Participant recruitment and screening, pre-Training Program services, performance management, and data collection and tracking across the Colleges that will administer the Training Programs described in this **Exhibit A-1**. CUNY Central will work with the colleges to ensure that Participants are placed in jobs in the area of training at the successful conclusion of training and examination services as set forth in Part II Outcomes, Section B.



## **1. CUNY Central**

- a) **The Research Foundation ("RF")**, CUNY's fiscal representative, will be responsible for all fiscal exchanges with DYCD including monthly billing, managing cost-reimbursement and performance payments, and dispensing funds to the Colleges, among other duties.
- b) Designated staff of CUNY Central's Office of Continuing Education and Workforce Programs will manage the relationships between Training Programs' stakeholders including DYCD, Colleges, Career Development Connect providers (**Exhibit D-1**) in collaboration with DYCD, training internship sites and employer partners in collaboration with the Colleges.
- c) CUNY Central will also be responsible for overall program management including the following:
  - 1) **Communication Management**
    - CUNY Central shall designate staff to oversee the daily operations of the initiative across the Colleges. CUNY Central staff will serve as the official point of contact for all of the Colleges and DYCD and will meet with the DYCD Program Manager on a weekly basis, either in person or via conference call, to ensure that performance expectations are met.
    - Through regular check-ins with the Colleges, provide consistent and clear communication of overall strategy and program models to Colleges and other key partners; ensuring that Colleges and other key partners develop trust and buy-in and are aware of roles, responsibilities, and timelines.
  - 2) **Technical Assistance and Quality Assurance**
    - Maintain a high level understanding of program progress and student activities including any issues needing immediate attention. Provide interventions accordingly.
    - Manage Training Programs effectively through the creation of work plans and timelines as needed as determined by CUNY Central and DYCD;
    - Assist Colleges with the implementation of curriculum enhancements as needed;
    - Ensure that the Participant assessment materials are DYCD approved and conduct quality assurance to ensure that assessments are faithfully implemented;
    - Oversee the compliance of data entry and service delivery, in accordance with the requirements laid out in this MOU and its related Exhibits;
    - Oversee quality management of programs through Training Program site visits, as needed;
  7. Make recommendations to institutionalize best practices across CUNY;
  8. Oversee the work of the Program Liaison described below, at each college and working as their primary point of contact for CUNY Central.
- 3) **Outcomes Management**
  - Provide strategic guidance to OSY Career Development Connect Providers and colleges on recruitment and program planning so that programs operate in accordance with the mutually established schedule;
  - Ensure daily communication with OSY Career Development Connect Providers regarding Participant attendance and progress as needed;
  - Collaborate with the Colleges on effective methods to incorporate job readiness within training programs;
  - Oversee the connection of Training Program Participants to applicable recruitment events and other career opportunities for job placement or promotion immediately following Training Program completion as well as through the end of the Term of the Agreement, working in coordination with the Colleges' staff as necessary;

- Ensure the collection of Training Program Participants' pay stub verification of employment outcomes within ninety (90) days of training completion;
  - Ensure that high priority items are completed first and escalate issues that will affect completion of program milestones.
- d) Each participating College will designate at least one dedicated Program Liaison who will develop relationships with Participants from the beginning of the Training Program process by conducting Intake and Initial Assessment. This liaison will be the single point of contact in providing Participants with a comprehensive array of services, including monitoring attendance and contacting Participants who are absent from class, responding promptly to instructors' concerns, meeting regularly with Participants to engage in problem-solving if needed, and communicating concerns about attendance and progress to OSY Career Development Connect Providers to form joint strategies to address such concerns. They will also be responsible for ensuring that desired training completion rates are met by each College by implementing the following:
- **Academic and Skills Remediation.** Meet with Training Program Instructors on a weekly basis to ensure that any Participant issues that may impact training completion are discovered and addressed in a timely manner. Any Participant with a failing grade for any major test instrument or who has a failing grade point average will be assisted through tutoring, exercises, provision of test prep materials, and other instructional resources. Participants who self-identify as requiring assistance shall also be remediated.
  - **Education Support.** Participants demonstrating challenges will be assisted on topics such as setting goals, time management, test anxiety, study strategies, test-taking strategies, and other appropriate topics.
  - **Job Readiness.** The liaison will alert CUNY Central of Participant needs related to job readiness and job placement assistance so that CUNY Central can make appropriate connections to the Career Development Connect Providers.
  - **Service Coordination.** The liaison will collaborate with CUNY Central to share relevant data on all aspects of the program, including recruitment, selection, training delivery, and post-training outcomes.

## **2. Pre-Training Activities.**

- a) Pre-Training Activities will include the following: Initial Screening and Referral, Assessment and Intake, and Orientation.
- b) DYCD, CUNY Central, and OSY Career Development Connect providers will jointly develop Initial Screening and Referral tools for Career Development Connect providers to use in identifying and referring suitable candidates for Training Programs to the applicable CUNY school within fifteen (15) days of the execution of this agreement. These screening tools will be informed by the key academic and personal attributes Participants will need to be successful in their training of interest.
- c) Once a Participant is referred to CUNY, CUNY Central will be responsible for overseeing and monitoring the additional Assessment and Intake activities ("Assessment and Intake") needed. When applicable, CUNY Central will ensure that staff performing Assessment and Intake at each of the Colleges administering Training Programs use the tools and methodology developed in collaboration with DYCD. These tools will be designed to identify the most qualified applicants, screen out ineligible applicants, and maximize overall Training Program outcomes by: selecting the applicants that are most likely to complete the Training Program; finding applicants who will obtain Training Program-related employment; and ensuring that applicants are selected for the Training Program that best matches their career goal. Tools

and methodology must include but are not limited to a written application and interview to determine applicants' understanding of training and job requirements, short- and long-term occupational goals, and ability to commit to the Training Program and outside study. Each participating College must submit an assessment plan and materials to CUNY Central and DYCD at least one (1) month prior to the planned start of recruitment; the plan and materials must receive approval by CUNY Central and DYCD in advance of implementation.

- d) Following Assessment and Intake, Orientation will be conducted to ensure applicants understand the requirements of the Training Program, the responsibilities of the job, and potential career path, in detail. An orientation outline must be shared with DYCD five (5) days prior to the start of any preliminary class(es). Only those Participants passing this assessment are to be enrolled in the Training Program. At the conclusion of each assessment and orientation period, each College will communicate to each accepted student's OSY Career Development Connect Provider any identified supportive service needs for that student and together Colleges and Providers will agree on an individualized supportive services action plan.
- e) CUNY Central will ensure that each Participant receives all Pre-Training Activities on or before the first day of the Training Program class, in addition to the contextualized career, training, or job placement services before, during, or after Training Program completion, unless a Program-wide event is planned.
- f) Each college will provide to CUNY Central and DYCD a training program course outline including topics of instruction per day and a course schedule prior to the start of each training program.

### **3. Data Collection and Reporting.**

- a) CUNY Central will be required to comply with a detailed data collection and reporting policy (briefly outlined below) provided by DYCD. CUNY Central will collect, verify, and record the following basic Training Program and outcome data on each Training Program Participant as required by local, state, and federal regulations and detailed below. All data and verification methods must be entered into Capricorn in real-time (within 5 business days) and submitted to DYCD for filing. All delays in data entry must be reported to DYCD immediately.
- b) The data collection and reporting policy is briefly outlined here:
  - 1) CUNY Central will facilitate and/or College staff will enter into a DYCD database such as Capricorn or successor system: daily attendance information as applicable (including in required internship/externship placements); information on training completion, information on certificates achieved; and information on job placement.
  - 2) Each College must utilize a sign in sheet for each day of instruction and internship (if applicable) attendance that includes the date, students' name, and signature.
  - 3) CUNY Central will oversee the recording of all Initial Screening and Referral, Assessment and Intake, Orientation, Individual Training Plan, Training Enrollment, and Training Completion services in each Participant's Capricorn record in real-time. Performance Payments will be based both on outcome data reflected in Capricorn, and supplemental documentation provided by Colleges.
  - 4) CUNY Central will monitor Participant enrollment, attendance, and completion as well as other Participant data across all participating CUNY schools as reasonably required by DYCD.
  - 5) CUNY Central will develop and submit a performance dashboard on a monthly basis when Training Programs are underway. The template for this report must be approved by DYCD within two (2) weeks of executing this Agreement. The dashboard must include for each launched program:
    - Number of Participants enrolled in Training Programs;
    - Number of Participants who have completed Training Programs, including number who have attained applicable certifications;
    - Placement efforts, including jobs secured by students;

- Months since Training Program completion; and
  - Any other data points as determined by CUNY Central and DYCD.
- 6) CUNY Central will submit a final performance dashboard covering all Training Programs and Programs and a narrative report at the end of each fiscal year that:
- Details and summarizes final Training Program outcome data;
  - Highlights successes and challenges of individual Training Programs and Colleges and other partners;
  - Evaluates Intake and Assessment, data collection and reporting, quality assurance, and fiscal performance of individual Training Programs and Colleges; and
  - Offers recommendations on strengthening the collaboration between CUNY Central, DYCD, Career Development Connect Providers, and other stakeholders.

#### 4. Substitution Policy.

If any Participant drops out of a Training Cohort before the first fifteen percent (15%) of course hours have passed, the Colleges may accept a qualified replacement Participant for that Training Program. Any other substitutions require approval by DYCD.

#### B. Training Program Sizes and Locations

During the Term, CUNY Central will be responsible for providing the following Training Programs, number of cohorts, and students per cohort and overall. The minimum number of students in each cohort is approximately 75% of the maximum cohort size.

Training College/Name	# cohorts	Minimum/maximum # students per cohort	Minimum/maximum total students	Location
BCC – Early Childhood Aide	1	4/10	4/10	BCC, University Heights, Bronx
Hostos – PCT	1	15/18	15/18	Hostos Community College, South Bronx
KCC – Culinary Arts and Customer Service	1	10/18	10/18	KCC Sheepshead Bay
QCC – Hemodialysis Technician	1	12/16	12/16	QCC Flushing
CSI – Certified Nurse Aide	2	12/15	12/15	100 Merrill Avenue - Didactic and training; 2800 Victory Blvd (Main College) - clinical work in advanced simulation lab
York – Web Developer	1	10/20	10/20	York College, Jamaica, NY

#### C. Training Lengths

The Training Programs will provide the number of hours of instruction, including classroom hours and internship hours, as per below and based on certification and employer requirements:

<b>Training College/Name</b>	<b>Classroom hours</b>	<b>Internship hours</b>	<b># weeks</b>
BCC – Early Childhood Aide	120	480	varies
CSI– Certified Nurse Aide	144	40	14 weeks
Hostos – PCT	210	30 clinical hours	14 weeks
KCC – Culinary Arts and Customer Service	160	As needed	10 - 12 weeks
QCC – Hemodialysis Technician	136	250 clinical and/or workplace hours	11 weeks
York – Web Developer	525	200 – 250 as needed	15 weeks

#### **D. Eligibility.**

Colleges will be responsible for screening potential participants referred to them by OSY Career Development Connect Providers, based on screening guidelines developed and approved by CUNY and DYCD. Interested candidates will be required to meet the following minimum eligibility requirement(s) in order to enroll in the Training Program:

<b>Training College/Name</b>	<b>Minimum age</b>	<b>Minimum education</b>	<b>Minimum TABE</b>	<b>Other</b>
BCC – Early Childhood Aide	18 years	HSD/HSE	10 <sup>th</sup> grade reading	Pass fingerprinting/background checks/no barriers to working with children
CSI– Certified Nurse Aide	18 years	HSD/HSE	7 <sup>th</sup> grade reading	Clean drug screen prior to program start
Hostos – PCT	18 years	HSD/HSE	9 <sup>th</sup> grade reading and math	Info session/interview
KCC – Culinary Arts and Customer Service	18 years	HSD/HSE	9 <sup>th</sup> grade reading	Legally eligible to work in the United States
QCC – Hemodialysis Technician	18 years	HSD/HSE	9 <sup>th</sup> grade reading	Info session/interview
York – Web Developer	18 years	HSD/HSE	8 <sup>th</sup> grade reading and math	online assessment

#### **E. Certification and College Credits.**

In addition to receiving a certificate of completion from each college, CUNY Central will coordinate the registration and testing for professional occupational credentials awarded by industry organizations and the awarding of college credits, if applicable, as per the following:

<b>Training Name</b>	<b>CUNY Certificate, Professional Certificate(s), College Credits</b>
BCC – Early Childhood Aide	Council for Early Childhood Professional Recognition (CECPR) Child Development Associate (CDA)  Up to 3 BCC college credits
CSI – Certified Nurse Aide	American Heart Association Basic Life Support (BLS) Certification New York State Certified Nurse Aide
Hostos – PCT	New York State Certified Nursing Assistant Certification (CNA) National Health career Association (NHA) Patient Care Technician (PCT)
KCC – Culinary Arts and Customer Service	National Restaurant Association Educational Foundation (NRA) ServSafe Food Protection Certificate NYC DOHMH Food Protection Certificate National Restaurant Association Educational Foundation (NRA) ManageFirst Customer Service Certificate
QCC – Hemodialysis Technician	Board of Nephrology Examiners Nursing Technology (BONENT) Certified Hemodialysis Technician (CHT) Queensborough Community College BONENT Certification
York – Web Developer	Oracle Certified Associate - Java SE 7/8 Programmer

## **II. OUTCOMES**

### **A. Training Completion.**

Each College administering a Training Program included in this MOU will endeavor to obtain a Training Completion Rate (defined as the number of Participants who complete the Training Program divided by the number of Participants who enrolled in that Training Program) of at least seventy-five percent (75%). Training Completion is further defined as:

- Completing no less than eighty-five percent (85%) of course hours, including internship hours if applicable;
- Receiving at least one of the certifications or industry recognized credentials as outlined above in I E 1;
- Having a complete, updated professional resume (paper and electronic), portfolio if applicable, cover letters, and any other necessary documents needed for job search activities; and
- Reporting training completion outcomes to CUNY Central within thirty (30) days of the end of the training program to capture final certifications.

### **B. Employment.**

Each College/CUNY Central will endeavor that at least seventy-five percent (75%) of Participants that complete each Training Program are placed in a job within ninety (90) days of training completion.

### **C. Outcome Data Entry**

Training Completions and Employment must be recorded in DYCD's database system, Capricorn or its successor system, and corroborated through documents including but not limited to paystubs, training-related certificates, DYCD-approved Participant sign-in sheets and proof of postsecondary school enrollment. CUNY Central must keep such records on hand for up to six (6) years as they are subject to audit by DYCD and its funders. Performance Payments will be based both on outcome data reflected in Capricorn, and supplemental documentation provided by Colleges.

### **III. DYCD RESPONSIBILITIES**

DYCD will designate a Program Director and a Program Manager whose duties will include collaborating with CUNY to achieve Program goals and milestones and managing relationships with OSY Career Development Connect providers.

**EXHIBIT B-1**

**SECOND PROGRAM YEAR BUDGET PERIOD:**  
**JULY 1, 2017 – JUNE 30, 2019**



**EXHIBIT B-1**

Second Program Year Budget Period:

July 1, 2017 – June 30, 2019

<b>DYCD OSY/CUNY Advanced Training Budget</b>	
<b>College</b>	<b>Total</b>
<b>Personnel</b>	
<b>Salary</b>	
Brandi Mandato	\$59,225
Shafiqah Faust	\$69,628
<b>Total salaries</b>	<b>\$128,853</b>
<b>Fringe</b>	
F/T fringe	\$45,098.55
MTA TAX	
<b>Total fringe</b>	<b>\$45,098.55</b>
<b>Personnel Subtotal</b>	<b>\$173,952</b>
Other OTPS	\$4,516
Non-Staff Services	\$360,535
<b>OTPS Subtotal</b>	<b>\$365,051</b>
<b>Indirect Costs</b>	<b>\$17,395.16</b>
<b>TOTAL:</b>	<b>\$556,398</b>

**EXHIBIT B-1**

Second Program Year Budget Period:  
July 1, 2017 – June 30, 2019

	# of Cohorts	FY18
BCC	1	\$10,674
York	1	\$105,569
Hostos	1	\$90,875
KCC	1	\$44,547
QCC	1	\$49,832
CSI	1	\$59,038
<b>Grand Total</b>	<b>6</b>	<b>\$360,535</b>

**EXHIBIT C-1**

**WORKSCOPE PAYMENT SCHEDULE  
FOR SECOND PROGRAM YEAR  
BUDGET PERIOD: JULY 1, 2017 – JUNE 30, 2019**

**EXHIBIT C-1 - Second Program Year**  
**OUT-OF-SCHOOL CUNY OPTION 1 PROGRAM**  
**Workscope Payment Schedule**

Contractor:	CUNY	Training Period from	7/1/2017	to	6/30/2018
		Budget Period from	7/1/2017	to	6/30/2019
Office Address:	16 Court Street, 32nd Floor, Brooklyn, NY 11241				
Executive Director:	Valerie Westphal	Email Address:	valerie.westphal@cuny.edu		
Telephone:	718-254-7728				
Program Facility Address	various				
Borough:	various	Contract ID# -			
Project Director:	Brandi Mandato	Email Address:	brandi.mandato@cuny.edu		
Telephone:	718-254-7722				

TOTAL Program Year Amount =	\$556,398		
TOTAL Line Item Amount	\$ 472,938.30	85.000%	
TOTAL PBC AMOUNT	\$ 83,459.70		
CUNY CENTRAL Admin Line Item	\$ 178,166.00	(Excludes PS, Fringe, Other OTPS)	32.021%
COLLEGE TRAINING TOTAL AMOUNT	\$ 364,886.00		65.509%
COLLEGE TRAINING PERFORMANCE BASED AMOUNT	\$ 84,052.00	23.06% PB%	15.100%
COLLEGE TRAINING LINE ITEM	\$ 280,434.00	76.94% LT%	0.000%

MOU Milestones - PROGRAM YEAR													
School Training Name	Training	Budget	Line Item Amount	PB Amount	Service Level	Completion Milestone	Completion Milestone FEE	Total Completion Milestone Amt	Employment Milestone	Employment Milestone FEE	Total Employment Milestone Amt	Training Unit Cost	
Bronx Community College (1 cohort)	Early Childhood Edu	\$10,674	\$ 1,213	\$ 2,461	4	3	\$410.24	\$1,230.73	2	\$615.37	\$1,230.73	\$2,668.50	
York College (1 cohort)	Cisco+CCNA	\$105,569	\$ 81,224	\$ 24,345	10	7	\$1,738.90	\$12,172.33	5	\$2,434.47	\$12,172.33	\$10,556.90	
College of Staten Island (1 cohort)	C.N.A	\$59,038	\$ 45,424	\$ 13,614	12	9	\$756.36	\$6,807.21	6	\$1,134.53	\$6,807.21	\$4,919.83	
Hostos Community College (1 cohort)	PCT	\$90,875	\$ 69,919	\$ 20,956	15	11	\$952.55	\$10,478.08	8	\$1,309.76	\$10,478.08	\$6,058.33	
Kingsborough Community College (1 cohort)	Culinary Arts	\$44,547	\$ 34,274	\$ 10,273	10	7	\$733.77	\$5,136.36	5	\$1,027.27	\$5,136.36	\$4,454.70	
Queensborough Community College (1 cohort)	Hemodialysis	\$49,832	\$ 38,341	\$ 11,491	12	9	\$638.41	\$5,745.73	6	\$957.62	\$5,745.73	\$4,152.67	
Totals		\$360,635	\$ 277,394	\$ 83,141		63		\$41,570.44	32		\$41,570		

**EXHIBIT D-1**

**SECOND PROGRAM YEAR CUNY-OSY TRAINING  
PROGRAMS**

**Exhibit D-1 Second Program Year CUNY-OSY Training Programs**

College	Training	Borough	Sector	Per Cohort Cost	Training Duration	Cohorts	Students Per Cohort (min/max)	Total Students (min/max)	Total Cost	Certificates
BCC	Early Childhood Aide	Bronx	Education	\$49,500	120 hours training, 480 hours internship	1	4	4	\$10,674	CECPR CDA, 3 college credits
York College	Web Developer	Queens	IT	\$61,000	525 hours training, 200 – 250 hours internship	1	12/25	12/25	\$105,569	Oracle Certified Associate - Java SE 7/8 Programmer
CSI	Certified Nurse Aide	Staten Island	Health care	\$47,751	144 hours training, 40 hours internship	1	10/15	10/15	\$59,038	American Heart Association Basic Life Support (BLS) Certification New York State Certified Nurse Aide
Hostos	Patient Care Technician	Bronx	Health care	\$97,450	210 hours	1	15/18	15/18	\$90,875	NHA PCT New York State Nursing Assistant Certificate
KCC	Culinary Arts and Customer Service	Brooklyn	Food service	\$45,919	160 hours	1	14/18	14/18	\$48,498	National Restaurant Association Educational Foundation (NRA) ServSafe Food Protection Certificate NYC DOHMH Food Protection Certificate National Restaurant Association Educational Foundation (NRA) ManageFirst Customer Service Certificate
QCC	Hemodialysis Technician Training	Queens	Health care	\$49,905	136 hours training, 200 hours internship	1	12/16	12/16	\$49,832	QCC Certificate of Completion BONENT

**EXHIBIT E-1**

**SECOND PROGRAM YEAR DYCD WIOA OUT OF SCHOOL  
YOUTH CAREER DEVELOPMENT CONNECT PROVIDERS**

**EXHIBIT E-1 – DYCD WIOA Out of School Youth Career Development Connect Providers**

<b>OSY Provider &amp; Borough</b>	<b>Program Facility Address(es)</b>	<b>Occupational Training Sector(s)</b>	<b>Credential(s)</b>
<b>Cypress Hills Local Development Corporation (Brooklyn)</b>	2836 Fulton Street, Bklyn, NY 11208 2930 Fulton Street, Bklyn, NY 11208	Technology Food Service Industrial/Manufacturing	Microsoft Office Specialist (MOS) Food Handlers Certification Comm. Driver's License (CDL) – Class C
<b>United Activities Unlimited (Staten Island)</b>	1254 Castleton Avenue Staten Island, NY 10310	Retail/Customer Service Food Service	NRF Customer Service ServSafe – Food Handler's Microsoft Office Specialist (MOS) Comm. Driver's License (CDL) – Class C
<b>Eckerd Youth Alternatives (Bronx)</b>	Bronx Comm. College, 2155 University Ave., Gould Hall Bronx, NY 10453	Retail Technology	NRF Customer Service Microsoft Office Specialist (MOS)
<b>Eckerd Youth Alternatives (Queens)</b>	31-00 47 <sup>th</sup> Avenue, 2 <sup>nd</sup> floor, Suite 2115 Long Island City, NY 11101	Retail Technology	NRF Customer Service Microsoft Office Specialist (MOS)
<b>Mosholu Montefiore Community Center (Bronx)</b>	3512 Dekalb Avenue Bronx, NY 10467	Food Service Retail, Healthcare Technology Industrial/Manufacturing	ServSafe – Food Handlers NRF Customer Service Microsoft Office Specialist (MOS)
<b>Northern Manhattan Improvement Corporation (Manhattan)</b>	45 Wadsworth Avenue New York, NY 10033	Technology Retail Food Service	ServSafe – Food Handlers NRF Customer Service Microsoft Office Specialist (MOS)



<b>OBT (Brooklyn - Sunset Park)</b>	<b>783 4<sup>th</sup> Avenue Brooklyn, NY 11215</b>	<b>Retail Technology</b>	<b>Adobe Certified Associate NRF Customer Service Microsoft Office Specialist (MOS)</b>
<b>OBT (Brooklyn - Bushwick)</b>	<b>25 Thornton Street Brooklyn, NY 11206</b>	<b>Technology Customer Service</b>	<b>Adobe Certified Associate NRF Customer Service Microsoft Office Specialist (MOS)</b>
<b>The Door (Manhattan)</b>	<b>121 Avenue of the Americas New York, NY 10013</b>	<b>Retail Food Service</b>	<b>NRF Customer Service Food Handler's Certification</b>