

INTERAGENCY AGREEMENT

between

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

and

THE CITY UNIVERSITY OF NEW YORK

on behalf of

HOSTOS COMMUNITY COLLEGE

for

CAREER DEVELOPMENT CONNECT PARTICIPANT TRAININGS

(January 1, 2019 -December 31, 2019)

This INTERAGENCY AGREEMENT effective January 1, 2019 (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 (CUNY), acting on behalf of Hostos Community College (“Hostos”) (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”); and

WHEREAS, CUNY, through Hostos, is willing and able to provide the Patient Care Technician Training Program as described in Article 2 – Scope of Services and Article 3 – Payment, in accordance with the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the above named Parties agree to be bound as follows:

ARTICLE 1

TERM

- A. The term (the “Term”) of this Agreement shall be for a period of twelve (12) months, commencing on January 1, 2019 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.
- B. The Parties may, by mutual consent and in writing, agree to renew this Agreement for up to eighteen (18) months or a portion thereof, subject to the availability of funds.

ARTICLE 2

SCOPE OF SERVICES

During the Term, Hostos shall be responsible for providing the Training Program and related services (“Services”) pursuant to the *Scope of Work*, and *Training Program Budget*, attached hereto and incorporated herein as **Exhibits A and B** and any modifications thereto as mutually agreed upon by the Parties in writing. Individuals enrolled in the Training Program 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 Hostos, 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 one hundred thirteen thousand nine hundred eighty-five dollars (\$113,985.00), for all Services to be performed during the Term, as reported to, verified and approved by DYCD. All payments shall be made in accordance with the applicable “Training Program Budget,” attached hereto as **Exhibit B**, the “Workscope Payment Schedule” set forth in **Exhibit C** 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 any other reasonable documentation that DYCD requires for review and approval.
- B. 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.

- C. 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 Hostos 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.
- D. 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: *"/ 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 ninety (90) 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, and DYCD will pay all costs associated with completion of the Training Program Cohort in accordance with Exhibits B and Exhibit C. In the event this Agreement is terminated prior to the start of a Training Program Cohort in accordance with this provision, DYCD will pay all costs and non-cancellable third-party, obligations incurred prior to the effective date of such termination.

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, 19th Floor
New York, NY 10007
Attn: Megan Keenan, Senior Director, Senior Director, Youth Employment Policy and Special Projects
Email: mkeenan-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:
Hostos Community College
560 Exterior Street
Bronx, NY 10451
Attn: Joan Falcetta, Director of Continuing Education and Professional Studies
Email: jfalcetta@hostos.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: Denise Xie
Email: Denise_Xie@RFCUNY.org

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. Representation and Warranty. To the extent that any instructional materials or curricula delivered under this agreement incorporate any third-party materials or are created by any third-parties, including CUNY faculty members, CUNY represents and warrants that it has obtained all necessary permissions and clearances, in writing, for the use of such materials under this Agreement.

ARTICLE 7

CONFIDENTIALITY

- A. 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) and all of the reports, data, or information that would otherwise be covered by the Freedom of Information Law (collectively, "Confidential Information") obtained, learned, developed, or filed by CUNY, RF and Hostos shall be held confidential by CUNY, RF and Hostos and shall not be disclosed by CUNY, RF or Hostos 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, and if requested by the Agency, CUNY shall not disclose such reports, information, or data until the City has exhausted its legal rights, if any, to prevent disclosure of all or a portion of such reports, information or data. This Article shall remain in full force and effect following the termination of this Agreement.

- B. The Parties acknowledge that (a) information that may be shared in connection with the Services 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 Services 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 Hostos, 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 8

MISCELLANEOUS

- A. CUNY and Hostos agree to retain and to notify 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 during normal business hours. As possible, DYCD will give CUNY reasonable notice of any such audit.
- 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. The Services provided under this Agreement shall be performed in accordance with all applicable provisions of Federal, State, and Local laws.
- E. 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 federal regulations, and 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, (Federal Award Identification Number: AA321301855A36). The Catalog of Federal Domestic Assistance (CFDA) number for WIOA Youth is 17.259.

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. For purposes of this Agreement, a force majeure event is an act or event beyond the control and without any fault or negligence of CUNY or DYCD ("Force Majeure Event"). Such events may include, but are not limited to, fire, flood, earthquake, storm or other natural disaster, civil commotion, war, terrorism, riot, and labor disputes not brought about by any act or omission of the Contractor. 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, earth quakes, 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. Subject to Article 3.D, neither CUNY nor Hostos 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.
- I. Any subcontractors engaged to deliver direct Services pursuant to this Agreement shall be selected in accordance with applicable procurement regulations. RF CUNY shall forward DYCD a fully-executed original copy of an approved subcontract. Subcontracts shall comply with all applicable provisions of this Agreement. For avoidance of doubt, nothing contained herein requires CUNY or the RF to comply with City procurement rules.

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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**
on behalf of
HOSTOS COMMUNITY COLLEGE

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



Authorized Signatory

Pamela S. Silverblatt

Name (Print)

Interim General Counsel & Sr. Vice
Chancellor for Legal Affairs

Title (Print)


1/18/19
Date



Caroline Press
General Counsel

Date

1/22/19

Approved As To Form

The City University of New York
Office of the General Counsel
Date: 1/17/19

73268849
CUNY DUNS Number

LIST OF EXHIBITS

- Exhibit A: Scope of Work**
- Exhibit B: Training Program Budget**
- Exhibit C: Workscope Payment Schedule for January 1, 2019 – June 30, 2019**
- Exhibit D: DYCD WIOA Train & Earn Career Development Connect Providers**
- Exhibit E: Hostos Dashboard**

EXHIBIT A
PROGRAM YEAR (January 1, 2019 – December 31, 2019)
SCOPE OF WORK

Overview

Training Programs: During the Term, Hostos Community College ("**Hostos**") will support recruitment, assess potential students, and deliver and administer the following Training Program and related services to Participants referred by DYCD Train & Earn (formerly OSY) Career Development Connect providers. Hostos 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 the new Training Program that would not exist without DYCD support, as per **Exhibit C**. Hostos will ensure that it has the requisite state or other governmental and necessary approvals prior to the start of the Training Programs.

Hostos will provide the following Training Program(s):

- Patient Care Technician

DYCD shall have the right to provide final approval of training programs.

Depending on DYCD OSY Career Development Connect Participant interest, adjustments or changes to the training program including but not limited to increasing or decreasing the number of students to be served 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. Hostos Activities

Hostos agrees to oversee all components of the Training Program 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 for the Training Program described in this **Exhibit A**. Hostos will work 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. Fiscal Oversight

a) **Research Foundation ("RF")**, CUNY's fiscal representative, will be responsible for all fiscal exchanges with DYCD including monthly billing, managing cost-reimbursement payments, and dispensing funds to Hostos, among other duties.

2. Hostos Program Liaison

a) Hostos will designate a Program Liaison who will act as the primary point of contact for this Training Program and collaborate with DYCD and Providers on all aspects of the program, including recruitment, Participant selection, training delivery, Participant progress, and post-training outcomes. Key responsibilities include but are not limited to:

- develop relationships with Participants from the beginning of the Training Program process;

- tracking Participant progress through recruitment, assessment, training, and post-training placement;
- tracking attendance daily and conducting same-day outreach to absent Participants and their Providers;
- facilitating bi-weekly meetings with relevant Provider staff to review participant progress and attendance;
- meeting regularly with Participants to engage in problem-solving if needed,
- elevating any incidents involving Train & Earn participants within 24 hours of its occurrence.

3. Recruitment and Referral Activities

- a) Hostos staff will assist with recruitment of potential Participants by participating in activities that could include but are not limited to: hosting campus tours, visiting Provider sites to give overview presentations to potential Participants, and attending Provider meetings or similar events to give Training Program overviews. DYCD will work closely with Hostos and Providers to maximize attendance at all recruitment events and schedule activities at times and on dates suitable to Hostos.

4. Pre-Training Activities

- a) Pre-Training Activities will include the following:
 - Initial Screening and Referral,
 - Assessment and Intake, and
 - Orientation and/or Vestibule.
- b) Once a Participant is referred to CUNY, Hostos will deliver Assessment and Intake activities 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; and finding applicants who will obtain Training Program-related employment. 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.
- c) Hostos must submit an assessment plan and materials to DYCD at least two (2) weeks prior to the planned start of Assessment and Intake activities. DYCD must approve the plan and materials before Assessment and Intake activities begin.
- d) Following Assessment and Intake, an Orientation and/or Vestibule 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 and/or Vestibule outline must be shared with DYCD five (5) days prior to the start of any Orientation and/or Vestibule activities.
- e) Only those Participants who receive all Pre-Training Activities to the satisfaction of Hostos are to be enrolled in the Training Program. At the conclusion of each assessment and orientation period, Hostos will communicate to each accepted student's Train & Earn Career Development Connect Provider any identified supportive service needs for that student and together Hostos and Providers will agree on an individualized supportive services action plan.

5. Training Activities

- a) Hostos will provide a course outline including topics of instruction, number of instructional days and hours per day, dates of tests and quizzes, and other relevant training activities.
- b) Hostos will deliver the didactic and internship instruction detailed in Section C below that will prepare Participants to attain the credentials detailed in Section E below. In addition, Hostos will provide the following as needed to ensure Participant success in the Training Program:
 - Academic and Skills Remediation - 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 Hostos Program Liaison will alert DYCD and Providers of Participant needs related to job readiness and job placement assistance so that Providers can provide appropriate support to Participants and Hostos staff. Hostos staff will cover work readiness topics specific to the job being trained for.

6. Data Collection and Reporting.

- a) Hostos 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.
- b) Hostos must utilize a sign in sheet for each day of instruction and internship (if applicable) attendance that includes the date, students' name, the name of their Train & Earn Provider, and signature.
- c) Hostos will provide attendance information on a daily basis while the training program is running to DYCD and relevant Provider staff.
- d) Hostos will provide a written Participant update for each Participant on a weekly basis to DYCD and relevant Provider staff.
- e) Hostos will complete and submit the Training Program Dashboard developed by DYCD on a monthly basis when Training Programs are underway and during the 90 day placement period (Exhibit E).
- f) Hostos will create a student file for each student containing intake and assessment documents, written classwork, quizzes, tests, copies of certificates earned, updated resumes, job referrals, and documentation of placement.

7. 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, Hostos will be responsible for providing the following Training Program(s), 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 Name	# cohorts	Minimum/maximum # students per cohort	Minimum/maximum total students	Location
Patient Care Technician	1	15/18	15/18	Hostos Community College, South Bronx

C. Training Lengths

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

Training Name	Classroom hours	Internship hours	# weeks
Patient Care Technician	210	30 clinical hours	14 weeks

D. Eligibility.

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

Training Name	Minimum age	Minimum education	Minimum TABE	Other
Patient Care Technician	18 years	HSD/HSE	9 th grade reading and math	Info session/Interview

E. Certification and College Credits.

In addition to providing a certificate of completion to each Participant who successfully completes the Training Program, Hostos 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
Patient Care Technician	New York State Certified Nursing Assistant Certification (CNA) National Health care Association (NHA) Patient Care Technician (PCT)

II. OUTCOMES

A. Training Completion.

Hostos 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 certification or industry recognized credentials outlined above in Section 1, paragraph E;
- 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.

- 1) Hostos 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 Submission

- 1) Evidence of Training Completions and Employment must be submitted to DYCD's Program Manager and Program Director using documents including but not limited to paystubs, training-related certificates, DYCD-approved Participant sign-in sheets and proof of postsecondary school enrollment. Hostos must keep such records on hand for up to six (6) years as they are subject to audit by DYCD and its funders.

III. DYCD RESPONSIBILITIES

A. DYCD Staff - DYCD will designate a Program Director and a Program Manager whose duties will include collaborating with the Hostos Program Liaison and any other Hostos staff to achieve Program goals and milestones and managing relationships with Train & Earn Career Development Connect providers.

B. DYCD Activities – DYCD will perform and/or monitor the following activities to support Hostos and Train & Earn providers in achieving successful outcomes:

- 1) DYCD will ensure that appropriate Provider staff attend bi-weekly case management meetings at Hostos. These meetings should include but are not limited to updates on Participant progress, identified support service needs, individual Participant meetings with Provider and Hostos staff to work through any issues that arise and potential solutions, classroom observations, and facility tours;
- 2) Through regular check-ins with Hostos' Program Liaison, provide consistent and clear communication of overall strategy, ensuring that Hostos is aware of roles, responsibilities, and timelines;
- 3) Work closely with Providers and Hostos on recruitment and program planning so that programs operate in accordance with the mutually established schedule;

- 4) Ensure daily communication with Providers regarding Participant attendance and progress as needed;
- 5) Collaborate with Hostos on effective methods to incorporate job readiness within training program(s) as needed;
 - a. Supply food vouchers and Metrocards for each day of training and internship as per the course outline supplied by Hostos and contingent on the availability of funds.

Exhibit B - Training Program Budget

Hostos Patient Care Technician

Description	Rate	Allocation	Total
Development & Oversight of program at Hostos and with outside partners -Exec Dir CE&WD	\$ 128,485	2.0%	\$ 2,570
Allied Health Coordinator	\$ 76,000	10%	\$ 7,600
Job Developer	\$ 60,000	20%	\$ 12,000
Social Worker	\$ 55,000	5%	\$ 2,750
			\$ 24,920
Fringe		Rate	
Fringe @ 51% - Release Time		51.0%	\$ 1,311
Fringe @ 37%		35.0%	\$ 7,823
MTA Tax @ 0.34%		0.34%	\$ 85
Subtotal			\$ 9,219
Personnel Total			\$ 34,139

II. OTPS

	Value	Quantity	
Patient Care Technician Tuition	\$ 2,649.00	18	\$ 47,682

Tuition Total			\$ 47,682
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Uniforms (average cost across sizes)	\$ 32.99	18	\$ 594
Shoes	\$ 64.99	18	\$ 1,170
Watch	\$ 29.99	18	\$ 540
Training Costs			
Textbooks	\$ 225.00	18	\$ 4,050
Seminar Printing	\$ 40.00	18	\$ 720
Training Supplies	\$ 50.00	18	\$ 900
Test Prep / Review	\$ 50.00	60 Hours	\$ 3,000
End of Cohort - food, etc.	\$ 20.00	18	\$ 360

Certification Exams (includes 35% retake)	\$ 325.00	18	\$ 7,898
CPR Instruction + Exam Fee	\$ 65.00	18	\$ 1,170
Medical Supplies	\$ 50.00	18	\$ 900
Office Supplies			\$ 500

OTPS Total			\$ 69,484
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Total Costs before Indirect			\$ 103,623
Indirect - % of Total Costs		10.00%	\$ 10,362

Total Cost			\$ 113,985
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EXHIBIT D - DYCD WIOA Train & Earn Career Development Connect Provider List

OSY Provider & Borough	Program Facility Address(es)	Occupational Training Sector(s)	Credential(s)
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
United Activities Unlimited (Staten Island)	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
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 th Avenue, 2 nd 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)

OBT (Brooklyn - Sunset Park)	783 4 th Avenue Brooklyn, NY 11215	Retail Technology	Adobe Certified Associate NRF Customer Service Microsoft Office Specialist (MOS)
OBT (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

RENEWAL AND AMENDMENT OF THE INTERAGENCY AGREEMENT

between

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

and

THE CITY UNIVERSITY OF NEW YORK

on behalf of

HOSTOS COMMUNITY COLLEGE

for

CAREER DEVELOPMENT CONNECT PARTICIPANT TRAININGS

(January 1, 2020 – June 30, 2021)

This RENEWAL and AMENDMENT of the INTERAGENCY AGREEMENT effective January 1, 2020 (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 (CUNY), acting on behalf of Hostos Community College (“Hostos”) (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 and CUNY agreed to implement a series of training programs for Participants in the OSY Service Option 1 Career Development Connect Program; and

WHEREAS, CUNY, through Hostos, entered into an agreement to provide the Patient Care Technician Training Program for the term commencing on January 1, 2019 and expiring on December 31, 2019; and

WHEREAS, Article I(B) of the Agreement provides the option to renew the Agreement for up to eighteen (18) months; and

WHEREAS, the Parties desire to renew the Agreement to continue providing training programs for Participants from January 1, 2020 through June 30, 2021, (“Renewal Term”); and

WHEREAS, the parties wish to offer an additional area of training during the Renewal Term entitled the Medical Administrative Assistant Training Program to eligible Participants.

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the above named parties hereby agree to be bound as follows:

1. All terms capitalized and not defined herein shall have the meanings ascribed thereto in the Agreement.
2. Pursuant to Article 1(B) of the Agreement the Parties hereby exercise their right to renew the Agreement for an additional eighteen (18) months commencing on January 1, 2020 and expiring on June 30, 2021 (“Renewal Term”), unless sooner terminated pursuant to Article 4 of the Agreement.
3. Article 2 of the Agreement is amended by designating the existing paragraph as paragraph “A” and adding at the end thereof paragraph “B” as follows:

“B. During the Renewal Term, Hostos shall be responsible for providing two Training Programs with related services (“Services”) pursuant to the Scopes of Work, and Training Program Budgets, titled accordingly and attached hereto and incorporated herein as **Exhibits A-1 and B** and any modifications thereto as mutually agreed upon by the Parties in writing. Both programs are to be operated in accordance with the additional terms included in Article 2(A) above.”

4. Article 3(A) of the Agreement is amended by adding the following subsection:

“1. DYCD shall compensate CUNY, on behalf of Hostos, in accordance with Article 3(A) above a maximum amount not to exceed **\$255,494** for the Renewal Term as follows:

- a. For services performed from January 1, 2020 thru June 30, 2020 an amount not to exceed **\$162,939**.
- b. For services performed from July 1, 2020 thru June 30, 2021 an amount not to exceed **\$92,555**.”


5. The following updated appendices attached hereto are hereby made a part of this Agreement.
 - i. Exhibit A-1, Renewal Term Scopes of Work.
 - ii. Exhibit B, Renewal Term Training Program Budgets.
 - iii. Exhibit C, Renewal Term Workslope Payment Schedules for January 1, 2020 – June 30, 2021.
6. Except as otherwise provided herein, all terms and conditions of the Agreement shall remain in full force and effect and are specifically incorporated by reference herein.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

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

**THE CITY UNIVERSITY
OF NEW YORK**
on behalf of
HOSTOS COMMUNITY COLLEGE

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



Authorized Signatory

Pamela S. Silverblatt
Name (Print)

Interim Gen. Csl. and Sr. VC for Legal Affairs
Title (Print)

12/20/19


Date



Caroline Press
General Counsel

1-6-2020

Date

Approved As To Form:

The City University of New York
Office of the General Counsel
Date: 12/20/19

73268849
CUNY DUNS Number

LIST OF EXHIBITS

- Exhibit A-1: Renewal Term Scopes of Work**
Exhibit B: Renewal Term Training Program Budgets
**Exhibit C: Renewal Term Workscope Payment Schedules for January 1,
2020 – June 30, 2021**

EXHIBIT A-1

RENEWAL TERM SCOPE OF WORK

EXHIBIT A –1
(January 1, 2020 – June 30, 2021)
SCOPE OF WORK

Overview

Training Programs: During the Term, Hostos Community College ("Hostos") will support recruitment, assess potential students, and deliver and administer the following Training Program and related services to Participants referred by DYCD Train & Earn (formerly OSY) Career Development Connect providers. Hostos 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 the new Training Programs that would not exist without DYCD support, as per Exhibit C. Hostos will ensure that it has the requisite state or other governmental and necessary approvals prior to the start of the Training Programs.

Hostos will provide the following Training Program(s):

- Patient Care Technician
- Medical Administrative Assistant

DYCD shall have the right to provide final approval of training programs.

Depending on DYCD OSY Career Development Connect Participant interest, adjustments or changes to the training program including but not limited to increasing or decreasing the number of students to be served 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. Hostos Activities

Hostos agrees to oversee all components of the Training Program 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 for the Training Program described in this **Exhibit A**. Hostos will work 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. Fiscal Oversight

a) **Research Foundation ("RF")**, CUNY's fiscal representative, will be responsible for all fiscal exchanges with DYCD including monthly billing, managing cost-reimbursement payments, and dispensing funds to Hostos, among other duties.

2. Hostos Program Liaison

a) Hostos will designate a Program Liaison who will act as the primary point of contact for this Training Program and collaborate with DYCD and Providers on all aspects of the program, including recruitment, Participant selection, training delivery, Participant progress, and post-training outcomes. Key responsibilities include but are not limited to:

- develop relationships with Participants from the beginning of the Training Program process;
- tracking Participant progress through recruitment, assessment, training, and post-training placement;
- tracking attendance daily and conducting same-day outreach to absent Participants and their Providers;
- facilitating bi-weekly meetings with relevant Provider staff to review participant progress and attendance;
- meeting regularly with Participants to engage in problem-solving if needed,
- elevating any incidents involving Train & Earn participants within 24 hours of its occurrence.

3. Recruitment and Referral Activities

- a) Hostos staff will assist with recruitment of potential Participants by participating in activities that could include but are not limited to: hosting campus tours, visiting Provider sites to give overview presentations to potential Participants, and attending Provider meetings or similar events to give Training Program overviews. DYCD will work closely with Hostos and Providers to maximize attendance at all recruitment events and schedule activities at times and on dates suitable to Hostos.

4. Pre-Training Activities

- a) Pre-Training Activities will include the following:
 - Initial Screening and Referral,
 - Assessment and Intake, and
 - Orientation and/or Vestibule.
- b) Once a Participant is referred to CUNY, Hostos will deliver Assessment and Intake activities 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; and 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.
- c) Hostos must submit an assessment plan and materials to DYCD at least two (2) weeks prior to the planned start of Assessment and Intake activities. DYCD must approve the plan and materials before Assessment and Intake activities begin.
- d) Following Assessment and Intake, an Orientation and/or Vestibule 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 and/or Vestibule outline must be shared with DYCD five (5) days prior to the start of any Orientation and/or Vestibule activities.
- e) Only those Participants who receive all Pre-Training Activities to the satisfaction of Hostos are to be enrolled in the Training Program. At the conclusion of each assessment and orientation period, Hostos will communicate to each accepted student's Train & Earn Career Development Connect Provider any identified supportive service needs for that student and together Hostos and Providers will agree on an individualized supportive services action plan.

5. Training Activities

- a) Hostos will provide a course outline including topics of instruction, number of instructional days and hours per day, dates of tests and quizzes, and other relevant training activities.
- b) Hostos will deliver the didactic and internship instruction detailed in Section C below that will prepare Participants to attain the credentials detailed in Section E below. In addition, Hostos will provide the following as needed to ensure Participant success in the Training Program:
 - Academic and Skills Remediation - 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 Hostos Program Liaison will alert DYCD and Providers of Participant needs related to job readiness and job placement assistance so that Providers can provide appropriate support to Participants and Hostos staff. Hostos staff will cover work readiness topics specific to the job being trained for.

6. Data Collection and Reporting.

- a) Hostos 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.
- b) Hostos must utilize a sign in sheet for each day of instruction and internship (if applicable) attendance that includes the date, students' name, the name of their Train & Earn Provider, and signature.
- c) Hostos will provide attendance information on a daily basis while the training program is running to DYCD and relevant Provider staff.
- d) Hostos will provide a written Participant update for each Participant on a weekly basis to DYCD and relevant Provider staff.
- e) Hostos will complete and submit the Training Program Dashboard developed by DYCD on a monthly basis when Training Programs are underway and during the 90-day placement period (Exhibit E).
- f) Hostos will create a student file for each student containing intake and assessment documents, written classwork, quizzes, tests, copies of certificates earned, updated resumes, job referrals, and documentation of placement.

7. 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, Hostos 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 Name	# cohorts	Minimum/maximum # students per cohort	Minimum/maximum total students	Location
Patient Care Technician	1	15/18	15/18	Hostos Community College, South Bronx
Medical Administrative Assistant	1	15/18	15/18	Hostos Community College, South Bronx

C. Training Lengths

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

Training Name	Classroom hours	Internship hours	# weeks
Patient Care Technician	210	30 clinical hours	14 weeks
Medical Administrative Assistant	100	n/a	12 weeks

D. Eligibility.

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

Training Name	Minimum age	Minimum education	Minimum TABE	Other
Patient Care Technician	18 years	HSD/HSE	9 th grade reading and math	Info session/interview
Medical Administrative Assistant	18 years	HSE/HSD	9 th grade reading and math	Info session/interview; customer service experience

E. Certification and College Credits.

In addition to providing a certificate of completion to each Participant who successfully completes the Training Program, Hostos 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
Patient Care Technician	New York State Certified Nursing Assistant Certification (CNA) National Healthcareer Association (NHA) Patient Care Technician (PCT)
Medical Administrative Assistant	National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA)

II. OUTCOMES

A. Training Completion.

Hostos 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 the certification or industry recognized credentials outlined above in Section 1, paragraph E;
- 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.

- 1) Hostos 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 Submission

- 1) Evidence of Training Completions and Employment must be submitted to DYCD's Program Manager and Program Director using documents including but not limited to paystubs, training-related certificates, DYCD-approved Participant sign-in sheets and proof of postsecondary school enrollment. Hostos must keep such records on hand for up to six (6) years as they are subject to audit by DYCD and its funders.

III. DYCD RESPONSIBILITIES

- A. **DYCD Staff** - DYCD will designate a Program Director and a Program Manager whose duties will include collaborating with the Hostos Program Liaison and any other Hostos staff to achieve Program goals and milestones and managing relationships with Train & Earn Career Development Connect providers.
- B. **DYCD Activities** – DYCD will perform and/or monitor the following activities to support Hostos and Train & Earn providers in achieving successful outcomes:

- 1) **DYCD will ensure that appropriate Provider staff attend bi-weekly case management meetings at Hostos. These meetings should include but are not limited to updates on Participant progress, identified support service needs, individual Participant meetings with Provider and Hostos staff to work through any issues that arise and potential solutions, classroom observations, and facility tours;**
- 2) **Through regular check-ins with Hostos' Program Liaison, provide consistent and clear communication of overall strategy, ensuring that Hostos is aware of roles, responsibilities, and timelines;**
- 3) **Work closely with Providers and Hostos on recruitment and program planning so that programs operate in accordance with the mutually established schedule;**
- 4) **Ensure daily communication with Providers regarding Participant attendance and progress as needed;**
- 5) **Collaborate with Hostos on effective methods to incorporate job readiness within training program(s) as needed;**
 - a. **Supply food vouchers and Metrocards for each day of training and internship as per the course outline supplied by Hostos and contingent on the availability of funds.**

EXHIBIT B

RENEWAL TERM TRAINING PROGRAM BUDGETS

DYCD PCT Proposal		01/01/2020 through 06/30/2021		6		6	
Description	Rate	Allocation	Total	FY20	FY21		
Development & Oversight of program at Hostos and with outside partners -Exec Dir CE&WD	\$ 128,485	5%	\$ 3,212	\$ 1,806	\$ 1,606		
Allied Health Coordinator	\$ 81,855	5%	\$ 2,046	\$ 1,023	\$ 1,023		
Coordinator	\$ 63,200	25%	\$ 7,900	\$ 3,950	\$ 3,950		
Career Developer	\$ 55,000	50%	\$ 27,500	\$ 13,750	\$ 13,750		
Fringe		Rate	\$ 40,658	\$ 20,328	\$ 20,328		
Fringe @ 51% - Release Time		51.0%	\$ 2,682	\$ 1,341	\$ 1,341		
Fringe @ 35% (full-time)		35.0%	\$ 12,390	\$ 6,195	\$ 6,195		
Fringe @ 8% (part-time)		8.0%	\$ 138	\$ 69	\$ 69		
MTA Tax @ 0.34%		0.34%	\$ 138	\$ 69	\$ 69		
Subtotal			\$ 15,210	\$ 7,605	\$ 7,605		
Personnel Total			\$ 55,868	\$ 27,994	\$ 27,994		
II. OTPS							
Office Supplies	\$ 500		\$ 500	\$ 500			
PCT Costs:							
Tuition	\$ 2,649.00	18	\$ 47,682	\$ 47,682			
Uniforms / Shoes / Watches	\$ 180.00	18	\$ 3,240	\$ 3,240			
Textbooks / Study Guides	\$ 275.00	18	\$ 4,950	\$ 4,950			
Medical Supplies	\$ 100.00	18	\$ 1,800	\$ 1,800			
Certification Exams (includes 45% retake)	\$ 506.00	18	\$ 13,207	\$ 13,207			
CPR Instruction + Exam Fee	\$ 65.00	18	\$ 1,170	\$ 1,170			
Completion Stipends	\$ 250.00	0	\$ -	\$ -			
Test Prep / Review	\$ 50.00	60 Hours	\$ 3,000	\$ 3,000			
Food during Vestibule	\$ 10.00	18	\$ 720	\$ 720			
OTPS Total			\$ 76,269	\$ 60,062	\$ 16,207		
Total Costs before Indirect			\$ 132,137	\$ 87,986	\$ 44,141		
Indirect - % of Total Costs		20.00%	\$ 16,057	\$ 7,829	\$ 8,228		
Total Cost			\$ 148,194	\$ 95,815	\$ 52,369		

Assumptions:

Total Months for Training 6
 Enrollment - Intro to Healthcare 25
 Enrollment - PCT Track 18
 Enrollment - Front Desk Track 18

PCT Track:
 Didactic Hours 210 100 CNA, 24 EKG, 80 Phlebotomy, 6 CPR
 Clinical Hours 30 30 CNA Clinical
 240

PCT Costs Per Student:
 Tuition \$ 2,649.00
 Uniforms / Shoes / Watches \$ 180.00
 Textbooks / Study Guides \$ 275.00
 Medical Supplies \$ 100.00
 Certification Exams \$ 506.00
 CNA, EKG Phlebotomy, PCT

Doubled for 2 sets
 Textbooks, Seminar printing, supplies combined.

Notes

Social Worker \$ 59,000 5% Indirect

Description	Rate	Allocation	Total	FY20	FY21
Development & Oversight of program at Hostos and with outside partners -Exec Dir CE&WD	\$ 128,485	5%	\$ 3,212	\$ 1,806	\$ 1,606
Allied Health Coordinator	\$ 81,855	5%	\$ 2,046	\$ 1,023	\$ 1,023
Coordinator	\$ 63,200	26%	\$ 7,900	\$ 3,950	\$ 3,950
Career Developer	\$ 55,000	50%	\$ 27,500	\$ 13,750	\$ 11,750
Fringe		Rate	\$ 40,858	\$ 20,329	\$ 20,329
Fringe @ 51% - Release Time		51.0%	\$ 2,692	\$ 1,341	\$ 1,341
Fringe @ 35% (full-time)		35.0%	\$ 12,390	\$ 6,195	\$ 6,195
Fringe @ 8% (part-time)		8.0%	\$ 138	\$ 69	\$ 69
MTA Tax @ 0.34%		0.34%	\$ 138	\$ 69	\$ 69
Subtotal			\$ 15,210	\$ 7,605	\$ 7,605
Personnel Total			\$ 55,868	\$ 27,934	\$ 27,934
II. OTPS					
Office Supplies			\$ 500	\$ 500	
Front Desk Costs:					
Tuition	\$ 1,800.00	18	\$ 28,800	\$ 28,800	
Textbooks / Study Guides	\$ 100.00	18	\$ 1,800	\$ 1,800	
Certification Exams (includes 45% relate)	\$ 117.00	18	\$ 3,054	\$	\$ 3,054
CPR Instruction + Exam Fee	\$ 65.00	18	\$ 1,170	\$ 1,170	
Completion Stipends	\$ 250.00	0	\$ -	\$ -	
Test Prep / Review	\$ 50.00	60 Hours	\$ 3,000	\$	\$ 3,000
Food during Vestibule	\$ 10.00	18	\$ 720	\$ 720	
OTPS Total			\$ 39,044	\$ 32,950	\$ 6,094
Total Costs before indirect			\$ 94,912	\$ 60,924	\$ 33,988
Indirect - % of Total Costs		20.00%	\$ 12,388	\$ 6,191	\$ 6,198
Total Cost			\$ 107,300	\$ 67,115	\$ 40,186

Assumptions:

Total Months for Training	6
Enrollment - Intro to Healthcare	25
Enrollment - PCT Track	18
Enrollment - Front Desk Track	18

Front Desk Track:	
Didactic Hours	106 100 Front Desk, 6 CPR
	106

Front Desk Costs Per Student:	
Tuition	\$ 1,600.00
Textbooks / Study Guides	\$ 100.00 Reprinting, rta study guide
Certification Exams	\$ 117.00 MAA
	\$ 5,200.00 Javier through 9/29
	\$ 2,663.20 Q4
	\$ 932.12 fringe
	\$ 9.05 mta
	\$ 3,604.37

Notes

Social Worker \$ 58,000 5% Inkind

EXHIBIT C

**RENEWAL TERM WORKSCOPE PAYMENT
SCHEDULES FOR JANUARY 1, 2020 – JUNE 30, 2021**

EXHIBIT C
OUT-OF-SCHOOL CUNY OPTION 1 PROGRAM
Workscope Payment Schedule
January 1, 2020 - June 30, 2021

Contractor:	Hostos Community College	
Executive Director:	Evelyn Fernandez-Ketcham	Email Address:
Telephone:	efernandez-ketcham@hostos.cuny.edu	
Program Facility Address:	Prow Building – 660 Exterior Street, Bronx, NY 10451	
Project Director:	Javier Saldana	Email Address:
Telephone:	jsaldana@hostos.cuny.edu	

TOTAL Program Year Amount = \$148,194

MOU Milestones - PROGRAM YEAR						
School Training Name	Training	Budget	Service Level	Completion Goal	Placement Goal	Training Unit Cost
Hostos Community College (1 cohort)	Patient Care Tech.	\$148,194	15	11	8	\$9,879.80

USDOLETA WIOA - Approved Certifications	
Certificate:	Issued By:
Certified Nursing Assistant Certification (CNA)	New York State Education Department
Patient Care Technician (PCT)	National Healthcareer Association (NHA)
Certificate of Completion	Hostos Community College

EXHIBIT C
OUT-OF-SCHOOL CUNY OPTION 1 PROGRAM
Workscope Payment Schedule
January 1, 2020 - June 30, 2021

Contractor:	Hostos Community College	
Executive Director:	Evelyn Fernandez-Ketcham	Email Address:
Telephone:		<u>efernandez-ketcham@hostos.cuny.edu</u>
Program Facility Address	Prox Building -- 560 Exterior Street, Bronx, NY 10451	
Project Director:	Javier Saidana	Email Address:
Telephone:		<u>jsaidana@hostos.cuny.edu</u>

TOTAL Program Year Amount =	\$107,300
------------------------------------	------------------

MOU Milestones - PROGRAM YEAR						
School Training Name	Training	Budget	Service Level	Completion Goal	Placement Goal	Training Unit Cost
Hostos Community College (1 cohort)	Medical Admin. Asst.	\$107,300	15	11	8	\$7,153.33

USDOL/ETA WIOA - Approved Certifications	
Certificate:	Issued By:
Medical Administrative Assistant	National Healthcareer Association (NHA)
Certificate of Completion	Hostos Community College

MODIFICATION AND EXTENSION OF THE INTERAGENCY AGREEMENT

between

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

and

THE CITY UNIVERSITY OF NEW YORK

on behalf of

HOSTOS COMMUNITY COLLEGE

for

CAREER DEVELOPMENT CONNECT PARTICIPANT TRAININGS

(April 1, 2020 - June 30, 2022)

This MODIFICATION AND EXTENSION of the **INTERAGENCY AGREEMENT**, effective April 1, 2020 (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 (“CUNY”), acting on behalf of Hostos Community College (“Hostos”) (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 and CUNY agreed to implement a series of training programs for Participants in the OSY Service Option 1 Career Development Connect Program; and

WHEREAS, CUNY, through Hostos, entered into an agreement to provide the Patient Care Technician Training Program for the term commencing on January 1, 2019 and expiring on December 31, 2019; and

WHEREAS, the Parties renewed the Agreement pursuant to Article I(B) of the Agreement for the period beginning January 1, 2020, and expiring on June 30, 2021 (“Renewal Term”) and modified the Agreement pursuant to Article 4(B) to also provide the Medical Administrative Assistant Training Program to eligible Participants; and

WHEREAS, due to the New York State Governor’s Executive Order 202, *et. seq.*, declaring a disaster emergency for the State of New York due to the novel coronavirus, COVID-19, the Parties agreed that Hostos would not provide either of the training programs for the period of April 1, 2020, through December 14, 2020; and

WHEREAS, the Department has determined in its discretion to allow Hostos to provide training to Participants both in-person and remotely, effective December 15, 2020; and

WHEREAS, the Parties wish to modify the Agreement pursuant to Article 4(B) for Hostos to provide the Medical Administrative Assistant Training Program to eligible Participants either in-person or remotely, according to the Revised Scope of Work attached herein, effective December 15, 2020; and

WHEREAS, the Parties wish to extend the Renewal Term of the Agreement in order to provide the training program to Participants, as modified, for an additional year during the period of July 1, 2021, through June 30, 2022; and

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the above-named Parties agree to be bound as follows:

1. All terms capitalized and not defined herein shall have the meanings ascribed thereto in the Agreement.
2. Pursuant to Article I(A) of the Agreement, the Parties hereby exercise their right to extend the Renewal Term for an additional year, expiring on June 30, 2022, unless sooner terminated pursuant to Article 4 of the Agreement.
3. Pursuant to Article 4(B) of the Agreement, the Parties hereby exercise their right to modify the Agreement, effective April 1, 2020. Hostos shall discontinue services provided in Exhibit A-1, Scope of Work, for the period commencing April 1, 2020, through December 14, 2020. Hostos shall provide services provided in Exhibit A-2, Revised Scope of Work, beginning from December 15, 2020, through June 30, 2022. This modification is accomplished by deleting paragraph “B” of Article 2 and replacing with the following:

“B. During the period July 1, 2019, through March 31, 2020, Hostos shall be responsible for providing the Services pursuant to the Renewal Term Scopes of Work and Training Program Budgets, titled accordingly and incorporated by the Renewal and Amendment effective January 1, 2020. Both programs are to be operated in accordance with the additional terms included in Article 2(A) above.

C. During the period April 1, 2020, through December 14, 2020, due to the pandemic caused by the novel coronavirus, COVID-19, Hostos shall not be responsible for providing the Services.

D. During the period December 15, 2020, through June 30, 2022, Hostos shall be responsible for providing the Services pursuant to the Revised Scopes of Work and

Training Program Budgets, titled accordingly and attached hereto and incorporated herein as Exhibits A-2 and B-2 and any modifications thereto as mutually agreed upon by the Parties in writing. Both programs are to be operated in accordance with the additional terms included in Article 2(A) above.”

4. The budget for Fiscal Year 2020 shall be modified due to the suspension of work during the period from April 1, 2020, through June 30, 2020. This modification is accomplished by deleting clause a of subsection 1 of Article 3(A) of the Agreement and replacing it with the following:

“a. For Services performed from January 1, 2020, through March 31, 2020, Hostos shall be compensated an amount not to exceed **\$4,048**. Hostos shall not be compensated during the period of suspension from April 1, 2020, through June 30, 2020.”
5. The budget for Fiscal Year 2021 shall be modified due to the suspension of work during the period of July 1, 2020, through December 14, 2020. This modification is accomplished by deleting clause b of subsection 1 of Article 3(A) of the Agreement and replacing it with the following:

“b. Hostos shall not be compensated during the period of suspension from July 1, 2020, through December 14, 2020. For Services performed from December 15, 2020, through June 30, 2021, Hostos shall be compensated an amount not to exceed **\$80,729**.”
6. A budget for Fiscal Year 2022 shall be added to the Agreement. This modification is accomplished by adding a new subsection “2” to Article 3(A) of the Agreement as follows:

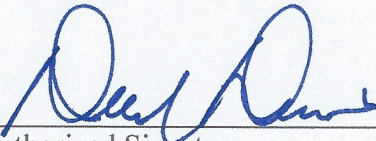
“2. DYCD shall compensate CUNY, on behalf of Hostos, in accordance with Article 3(A) above a maximum amount not to exceed **\$16,992** for Services performed from July 1, 2021, through June 30, 2022.”
7. Exhibit A-2, Revised Scope of Work, is hereby appended to the end of Exhibit A-1, and shall supersede Exhibit A-1 for the period of December 15, 2020, through June 30, 2022.
8. Exhibit B-1 is hereby amended such that it shall no longer apply, effective April 1, 2020. Exhibit B-2, Revised Training Program Budget, is hereby appended to the end of Exhibit B-1, and shall supersede Exhibit B-1 for the period of December 15, 2020, through June 30, 2022.
9. Exhibit C-1 is hereby amended such that it shall no longer apply, effective April 1, 2020.
10. The following appendices attached hereto are hereby made a part of this Agreement:
 - a. Exhibit A-2: Revised Scope of Work
 - b. Exhibit B-2: Revised Training Program Budget
11. Except as otherwise provided herein, all terms and conditions of the Agreement shall remain in full force and effect and are specifically incorporated by reference herein.

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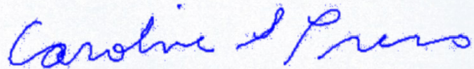
IN WITNESS WHEREOF, the Parties hereto have executed this Modification and Extension Agreement to be effective on the date first above written.

**THE CITY UNIVERSITY
OF NEW YORK**
on behalf of
HOSTOS COMMUNITY COLLEGE

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



Authorized Signatory



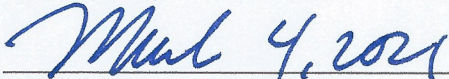
Caroline Press
General Counsel

Derek Davis

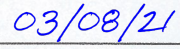
Name (Print)

General Counsel and Sr. VC for Legal Affairs


Title (Print)



Date



Date

Approved As To Form


The City University of New York
Office of the General Counsel
Date: 03/02/2021

73268849
CUNY DUNS Number

LIST OF EXHIBITS

- Exhibit A-2: Revised Scope of Work
- Exhibit B-2: Revised Training Program Budgets

EXHIBIT A-2
PROGRAM YEAR (December 15, 2020 – June 30, 2022)
SCOPE OF WORK

Overview

Training Programs: During the Term, Hostos Community College ("**Hostos**") will support recruitment, assess potential students, and deliver and administer the following Training Program and related services to Participants referred by DYCD Train & Earn (formerly OSY) Career Development Connect providers. Hostos 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 the new Training Program that would not exist without DYCD support, as per **Exhibit C**. Hostos will ensure that it has the requisite state or other governmental and necessary approvals prior to the start of the Training Programs.

Hostos will provide the following Training Program(s):

- Medical Administrative Assistant

DYCD shall have the right to provide final approval of training programs.

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

I. TRAINING AND TRAINING ADMINISTRATION

A. Hostos Activities

Hostos agrees to oversee all components of the Training Program set forth in this Agreement, including but not limited to assisting DYCD Train & Earn Career Development Connect providers with Participant recruitment and screening, pre-Training Program services, performance management, and data collection and tracking for the Training Program described in this **Exhibit A-2**. Hostos will work 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. Fiscal Oversight

a) **Research Foundation ("RF")**, CUNY's fiscal representative, will be responsible for all fiscal exchanges with DYCD including monthly billing, managing cost-reimbursement payments, and dispensing funds to Hostos, among other duties.

2. Hostos Program Liaison

a) Hostos will designate a Program Liaison who will act as the primary point of contact for this Training Program and collaborate with DYCD and Providers on all aspects of the program, including recruitment, Participant selection, training delivery, Participant progress, and post-training outcomes. Key responsibilities include but are not limited to:

- develop relationships with Participants from the beginning of the Training Program process;
- tracking Participant progress through recruitment, assessment, training, and post-training placement;
- tracking attendance daily and conducting same-day outreach to both absent Participants and their Providers;
- facilitating bi-weekly meetings with relevant Provider staff to review Participant progress and attendance;
- meeting regularly with Participants to engage in problem-solving if needed,
- elevating any incidents involving Train & Earn Participants within 24 hours of its occurrence.

3. Recruitment and Referral Activities

- a) Hostos staff will assist with recruitment of potential Participants by participating in activities that could include but are not limited to: hosting campus tours, visiting Provider sites to give overview presentations to potential Participants, and attending Provider meetings or similar events, either in person or virtual, to give Training Program overviews. DYCD will work closely with Hostos and Providers to maximize attendance at all recruitment events and schedule activities at times and on dates suitable to Hostos.

4. Pre-Training Activities

- a) Pre-Training Activities will include the following:
 - Initial Screening and Referral,
 - Assessment and Intake, and
 - Orientation and/or Vestibule.
- b) Once a Participant is referred to CUNY, Hostos will deliver Assessment and Intake activities 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 and finding applicants who will obtain Training Program-related employment. 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.
- c) Hostos must submit an assessment plan and materials to DYCD at least two (2) weeks prior to the planned start of Assessment and Intake activities. DYCD must approve the plan and materials before Assessment and Intake activities begin.
- d) Following Assessment and Intake, an Orientation and/or Vestibule 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 and/or Vestibule outline must be shared with DYCD five (5) days prior to the start of any Orientation and/or Vestibule activities.
- e) Only those Participants who receive all Pre-Training Activities to the satisfaction of Hostos are to be enrolled in the Training Program. At the conclusion of each assessment and orientation period, Hostos will communicate to each accepted student's Train & Earn Career Development Connect Provider any identified supportive service needs for that student and together Hostos and Providers will agree on an individualized supportive services action plan.

5. Training Activities

- a) Hostos will provide a course outline including topics of instruction, number of instructional days and hours per day, dates of tests and quizzes, and other relevant training activities.
- b) Hostos will deliver the didactic and internship instruction detailed in Section C below that will prepare Participants to attain the credentials detailed in Section E below. In addition, Hostos will provide the following as needed to ensure Participant success in the Training Program:
 - Academic and Skills Remediation - 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 Hostos Program Liaison will alert DYCD and Providers of Participant needs related to job readiness and job placement assistance so that Providers can provide appropriate support to Participants and Hostos staff. Hostos staff will cover work readiness topics specific to the job being trained for.

6. Data Collection and Reporting.

- a) Hostos staff will enter into a DYCD database such as the Participant Tracking System (PTS) 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.
- b) Hostos must utilize a sign in sheet for each day of instruction and internship (if applicable) attendance that includes the date, students' name, the name of their Train & Earn Provider, and signature.
- c) Hostos will provide attendance information on a daily basis while the training program is running to DYCD and relevant Provider staff.
- d) Hostos will provide a written Participant update for each Participant on a weekly basis to DYCD and relevant Provider staff.
- e) Hostos will complete and submit the Training Program Dashboard developed by DYCD on a monthly basis when Training Programs are underway and during the 90 day placement period (Exhibit E).
- f) Hostos will create a student file for each student containing intake and assessment documents, written classwork, quizzes, tests, copies of certificates earned, updated resumes, job referrals, and documentation of placement.

7. 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, Hostos 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 Name	# cohorts	Minimum/maximum # students per cohort	Minimum/maximum total students	Location
Medical Administrative Assistant	1	15/18	15/18	Hostos Community College, South Bronx or virtual instruction

C. Training Lengths

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

Training Name	Classroom hours	Internship hours	# weeks
Medical Administrative Assistant	100	n/a	12 weeks

D. Eligibility.

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

Training Name	Minimum age	Minimum education	Minimum TABE	Other
Medical Administrative Assistant	18 years	HSE/HSD	9 th grade reading and math	Info session/interview; customer service experience

E. Certification and College Credits.

In addition to providing a certificate of completion to each Participant who successfully completes the Training Program, Hostos 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
Medical Administrative Assistant	National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA)

II. OUTCOMES

A. Training Completion.

Hostos 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 the certification or industry recognized credentials outlined above in Section 1, paragraph E;
- 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.

- 1) Hostos 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 Submission

- 1) Evidence of Training Completions and Employment must be submitted to DYCD’s Program Manager and Program Director using documents including but not limited to paystubs, training-related certificates, DYCD-approved Participant sign-in sheets and proof of postsecondary school enrollment. Hostos must keep such records on hand for up to six (6) years as they are subject to audit by DYCD and its funders.

III. DYCD RESPONSIBILITIES

A. DYCD Staff - DYCD will designate a Program Director and a Program Manager whose duties will include collaborating with the Hostos Program Liaison and any other Hostos staff to achieve Program goals and milestones and managing relationships with Train & Earn Career Development Connect providers.

B. DYCD Activities – DYCD will perform and/or monitor the following activities to support Hostos and Train & Earn providers in achieving successful outcomes:

- 1) DYCD will ensure that appropriate Provider staff attend bi-weekly case management meetings at Hostos. These meetings should include but are not limited to updates on Participant progress, identified support service needs, individual Participant meetings with Provider and Hostos staff to work through any issues that arise and potential solutions, classroom observations, and facility tours;
- 2) Through regular check-ins with Hostos’ Program Liaison, provide consistent and clear communication of overall strategy, ensuring that Hostos is aware of roles, responsibilities, and timelines;
- 3) Work closely with Providers and Hostos on recruitment and program planning so that programs operate in accordance with the mutually established schedule;
- 4) Ensure daily communication with Providers regarding Participant attendance and progress as needed;
- 5) Collaborate with Hostos on effective methods to incorporate job readiness within training program(s) as needed;
 - a. Supply food vouchers and Metrocards for each day of in-person training and internship as per the course outline supplied by Hostos and contingent on the availability of funds.

DYCD MAA Proposal		01/01/2021 through 09/30/2021 - Assumes didactic begins in February 2021					
Description	Rate	Allocation	MAA	FY21		FY22	
				FY21	FY22	FY21	FY22
Development & Oversight of program at							
Hostos and with outside partners -Exec Dir	\$ 136,349	5%	\$ 3,410	6.0	0.0	\$ 3,410	\$ -
Allied Health Coordinator	\$ 85,000	5%	\$ 2,126	6.0	0.0	\$ 2,126	\$ -
Coordinator	\$ 65,300	15%	\$ 7,347	6.0	3.0	\$ 4,898	\$ 2,449
Career Developer / Workforce Development Sp	\$ 55,000	50%	\$ 15,125	3.6	3.0	\$ 8,250	\$ 6,875
			\$ 28,008			\$ 18,684	\$ 9,324
Fringe							
		Rate					
Fringe @ 51% - Release Time	Not allowed in DYCD	51.0%	\$ -				
Fringe @ 38% (full-time)	Limited to 35%	35.0%	\$ 9,802			\$ 6,539	\$ 3,263
MTA Tax @ 0.34%	Not allowed in DYCD	0.34%	\$ -				
Subtotal			\$ 9,802			\$ 6,539	\$ 3,263
Personnel Total			\$ 37,810			\$ 25,223	\$ 12,587
II. OTPS							
	Value	Quantity					
Office Supplies			\$ 1,654			\$ 1,654	
Front Desk Costs:							
Tuition	\$ 1,600.00	18	\$ 28,800			\$ 28,800	
Textbooks / Study Guides	\$ 330.00	18	\$ 5,940			\$ 5,940	
Certification Exams (includes 45% retake)	\$ 117.00	18	\$ 2,106			\$ 2,106	
CPR Instruction + Exam Fee	\$ 99.00	18	\$ 1,782			\$ 1,782	
Test Prep / Review	\$ 50.00	60 Hours	\$ 3,000			\$ 3,000	
OTPS Total			\$ 43,282			\$ 43,282	\$ -
Total Costs before Indirect			\$ 81,092			\$ 68,505	\$ 12,587
Indirect - % of Total Costs			35.00%			\$ 12,224	\$ 4,405
Total Cost			\$ 97,721			\$ 80,729	\$ 16,992

	3	3	3	0
	Q1	Q2	Q3	Q4
	\$ 1,705	\$ 1,705	\$ -	
	\$ 1,063	\$ 1,063	\$ -	
	\$ 2,449	\$ 2,449	\$ 2,449	
	\$ 4,125	\$ 4,125	\$ 6,875	
	\$ 9,342	\$ 9,342	\$ 9,324	\$ -
	\$ 3,270	\$ 3,270	\$ 3,263	\$ -
	\$ 3,270	\$ 3,270	\$ 3,263	\$ -
	\$ 12,612	\$ 12,612	\$ 12,587	\$ -
	\$ 827	\$ 827		
	\$ 28,800			
	\$ 5,940			
	\$ 2,106			
		\$ 1,782		
		\$ 3,000		
	\$ 37,673	\$ 5,609	\$ -	\$ -
	\$ 50,285	\$ 18,221	\$ 12,587	\$ -
	\$ 7,520	\$ 4,703	\$ 4,405	\$ -
	\$ 57,805	\$ 22,924	\$ 16,992	\$ -

Assumptions:	
Front Desk Track:	
Months for Training	9
Enrollment - Intro to Healthcare	30
Enrollment - PCT Track	18
Enrollment - Front Desk Track	18
Didactic Hours	106 100 Front Desk, 6 CPR
Front Desk Costs Per Student:	
Tuition	\$ 1,600
Textbooks / Study Guides	\$ 330 Textbook / nha study guide
Certification Exams	\$ 117 MAA

Calendar:	
Recruitment	1/1 - 2/15
Vestibule	2/16 - 2/18
Training	2/23 - 4/21
Review	4/22 - 4/28
Test	29-Apr
Professional Dev	5/3 - 5/6
Placement	5/7 - 9/30