



**Department of
Youth & Community
Development**

Jeanne B. Mullgrav
Commissioner

September 11, 2008

Re: ADDENDUM #1
Neighborhood Development Area (NDA)
Request for Proposals
PIN: 26009CSBGRFP

Dear Prospective Proposer:

Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing **Addendum #1** Neighborhood Development Area (NDA) RFP, PIN 26009CSBGRFP. Proposers should acknowledge receipt of Addendum #1 by using Acknowledgement of Addenda (Form 8).

ADDENDUM ITEM

Page 1 (cover) of the RFP is amended to state the following:

- Deadline for Proposals: Wednesday October 29, 2008

Page 3, Section I: Timetable - the proposal due date is amended to state the following:

- Date: Wednesday October 29, 2008

A handwritten signature in blue ink, appearing to read "D. Symon".

Daniel Symon
Agency Chief Contracting Officer



**Department of
Youth & Community
Development**

Jeanne B. Mullgrav
Commissioner

Neighborhood Development Area (NDA) Request For Proposals (RFP)

PIN: #26009CSBGRFP

RFP Release Date: Wednesday September 10, 2008

Deadline for Proposals: Wednesday October 22, 2008

Return to: Office of Contract Procurement
Department of Youth and Community Development
156 William Street, 2nd Floor
New York, New York 10038

Attention: Daniel Symon
Agency Chief Contracting Officer

Pre-proposal Conferences: Wednesday September 24, 2008
10:00am – 12:00pm or
2:00pm – 4:00pm

Pre-proposal Conference location: New York City Technical College
Klitgord Center
285 Jay Street
Brooklyn, New York 11201

This Request for Proposals (RFP) must be obtained directly from the Department of Youth and Community Development (DYCD) in person or by downloading it from DYCD's website, www.nyc.gov/dycd. If you obtained a copy of this RFP from any other source, you are not registered as a potential proposer and will not receive addenda DYCD may issue after release of the RFP, which may affect the requirements and/or terms of the RFP.



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**Neighborhood Development Area
Request for Proposals**

Pin # 26009CSBGRFP

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AUTHORIZED AGENCY CONTACT PERSONS

The authorized agency contact persons for all matters concerning this Request for Proposals (RFP) are:

Procurement

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Office of Procurement
Dept. of Youth & Community Development
156 William Street, 2nd Floor
New York, New York 10038
Tel. (212) 513-1820
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E-mail: RFPquestions@dycd.nyc.gov

RFP Content

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Fax (212) 676-8160
E-mail: RFPquestions@dycd.nyc.gov

NOTE ON E-MAIL INQUIRIES: Proposers should enter “NDA RFP” in the subject line of the e-mail. DYCD cannot guarantee timely response to phoned-in and written questions regarding this RFP received less than one week prior to the RFP due date.

Proposers should note that any telephone or written response that may constitute a change to the RFP will not be binding unless DYCD subsequently issues such a change as a written addendum to the RFP.

SECTION I: TIMETABLE

A. **Release Date of this Request for Proposals:** Wednesday September 10, 2008

B. **Pre-proposal Conferences:**

Date: Wednesday September 24, 2008
Time: 10:00am – 12:00pm **OR** 2:00pm – 4:00pm
Location: New York City Technical College
 Klitgord Center*
 285 Jay Street
 Brooklyn, New York 11201

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

Attendance by proposers is optional but recommended by DYCD.

C. **Proposal Due Date, Time, and Location:**

Date: Wednesday October 22, 2008
Time: 2:00 p.m.
Location: Hand deliver proposals to:
 Office of Contract Procurement
 Attention: Daniel Symon, Agency Chief Contracting Officer
 156 William Street, Second Floor
 New York, New York 10038

DYCD will not accept e-mailed or faxed proposals.

Proposals received at this location after the proposal due date and time are late and will not be accepted, except as provided under New York City Procurement Policy Board Rules, Section 3-03(f)(5).

DYCD will consider requests made to the Authorized Agency Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless DYCD issues a written addendum to this RFP which extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect.

D. **Anticipated Contract Start Date:** **July 1, 2009**

SECTION II: SUMMARY OF THE REQUEST FOR PROPOSALS

A. Purpose of the RFP

The New York City Department of Youth and Community Development (DYCD) is seeking appropriately qualified vendors to provide a wide spectrum of programming to match the self-defined needs, assets, and priorities of New York City's (City's) 43 low-income communities, each of which has been designated as a Neighborhood Development Area (NDA). DYCD is also seeking providers for the HealthStat Initiative, which facilitates access to affordable health insurance in targeted communities.

The U.S. economy continues to worsen with the collapse of the housing market and record numbers of foreclosures, a plummeting stock market, gas prices over \$4 per gallon, and a high unemployment rate.¹ In the City, where persistent poverty has always been a grave concern, the current economic downturn heightens the day-to-day struggles of its low-income residents. The overall poverty rate of nearly 20 percent affects the lives of over 1.5 million New Yorkers. It disproportionately affects children, immigrant workers, and the families of single female-headed households. Moreover, in close to one-half of poor households, the head of the household is working. Poverty is also concentrated geographically, with 248 out of just over 2,200 census tracts classified as in "extreme poverty" because more than 40 percent of the population lives below the poverty line.² To address poverty, DYCD administers federal Community Services Block Grant (CSBG) funding for the City. As further described below, CSBG is a federally-funded anti-poverty program established in 1964. DYCD is issuing this request-for-proposals (RFP) for new CSBG programs that are focused and outcome-driven and also targeted to the most needed services identified by community representatives.

Community Services Block Grant

Since 1996, DYCD has served as the Community Action Agency (CAA) for the City. As such, DYCD is the recipient of federal CSBG funds through the State of New York. CAAs distribute funding for programs on a local level in accordance with the goals of the federal CSBG statute:

... the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient.³

CAAs use a range of approaches to achieve these goals. The federal statute suggests the provision of a variety of social services featuring maximum community participation and the strengthening of local organizational capacity.

As the City's CAA, DYCD incorporates federal goals into its approach to community development. DYCD seeks to increase self-reliance, literacy and life-long learning, and personal and community well-being, so that individuals and families can reach their full potential. The agency invites residents of low-income communities to participate in the decisions on CSBG programs in their neighborhoods. DYCD also follows an asset-based approach to development that builds on the existing capacities, skills, and resources of individuals and communities, rather than focusing on their perceived deficits. Key features of

¹The jobless rate jumped more in one month than it had in over 20 years, from 5.0 percent in May 2008 to 5.5 percent in June 2008. As reported by Peter S. Goodman and Michael M. Grynbaum, *New York Times Online*, Business Section, June 7, 2008.

²The New York City Commission for Economic Opportunity, *Increasing Opportunity and Reducing Poverty in New York City*, September 2006, p. 8. See also CEO's website, nyc.gov/ceo, "poverty facts."

³42 U.S.C. 9901 et seq.

asset-based community development include the development of the problem-solving capacity of local residents and institutions and building relationships among these community stakeholders.⁴

New York State (State), which disburses CSBG funds to the CAAs throughout the State, recently examined program priorities in order to focus on available economic opportunities and maximize the impact on poverty. After an in-depth review of the Division of Community Services by the Department of State, program priorities were realigned and redefined with a goal of achieving greater outcomes for low-income New Yorkers. The State has targeted the following priority areas:

- At-risk Youth
- Work Force Development
- Healthy Families
- Early Childhood

The needs identified by the City's low-income communities, in the process described below, support the State's findings. Program areas focused on the educational needs of struggling middle-school and high-school-aged youth corroborate the State's focus on At-risk Youth. Programs providing adult literacy services will enable participants to acquire the skills necessary to succeed in the workplace. New York City CSBG programs also will provide services for low-income families, including immigrants and seniors. Housing services are a critical component of stabilizing families in an area where skyrocketing rents, housing prices, and predatory lending practices have created a crisis in the availability of safe, affordable housing. By assisting these targeted populations and thereby working to create healthy families, the City has aligned its goals with the State's vision. Programs will address the needs of all family members, including young children, underlining the State's Healthy Families and Early Childhood program priorities.

Center for Economic Opportunity

The State's vision is also aligned with priorities identified by the New York City Commission for Economic Opportunity, established by Mayor Michael R. Bloomberg in 2005. Business and community leaders were asked to undertake a comprehensive examination of poverty, assess its causes, and develop a plan to improve the living conditions of low-income families and individuals. In September 2006 the Commission issued 31 recommendations to specifically address the needs of three populations especially affected by poverty: young adults aged 16-24, the working poor, and young children. These priorities parallel the State's program areas of At-risk Youth, Workforce Development and Healthy Families, and Early Childhood.

In December 2006 the Center for Economic Opportunity (CEO) was established to work with DYCD and more than 19 other City agencies to develop, carry out, and evaluate initiatives based on the Commission's recommendations. As these new projects are being implemented and tested, the initial results and wealth of information generated by CEO underscore the importance of DYCD's anti-poverty mission and the services supported by its network of providers. Programs to be awarded contracts through this RFP will complement CEO programming by addressing the needs of high-school-aged youth and the working poor through education and employment services, literacy services, services for immigrants, and assistance to individuals and families in accessing community and social services, including health insurance.

⁴J.P. Kretzmann and J.L. McKnight, *Building Communities from the Inside Out: A Path Toward Finding and Mobilizing a Community's Assets*, Evanston, IL: Institute for Policy Research, 1993.

Neighborhood Development Areas (NDAs)

In order to maximize the impact of CSBG funding, DYCD targets programs to low-income communities, which it designates as NDAs. The 2006 American Community Survey estimates that 19.2 percent of City residents and 16.3 percent of City families are living in poverty.⁵ While these rates are considerably higher than those of the U.S. as a whole (13.3 percent for individuals and 9.8 percent for families),⁶ the poverty rate in the NDAs is much higher still. Research underscores the extreme disadvantages of poor people who live in neighborhoods with high concentrations of poverty, compared to poor people who live in more economically diverse communities.⁷ One study conducted in Yonkers, New York, showed that adults who moved to low-poverty neighborhoods were less likely to be exposed to violence and disorder, experience health problems, abuse alcohol, or receive cash assistance, and were more likely to report satisfaction with neighborhood resources, experience higher housing quality, and be employed, when compared with adults who remained in high-poverty neighborhoods.⁸

The 43 NDAs reconfigured as of July 1, 2005 were based on poverty data from the 2000 Census.⁹ The CSBG statute states that the term “poverty line” means the official poverty line defined by the Office of Management and Budget based on the most recent data available from the Bureau of the Census. The official poverty line is the criterion of eligibility in the CSBG program.¹⁰

To establish eligible NDAs, the following method was used. Census tracts with at least 30 percent poor residents were identified and, if several such tracts were contiguous, that cluster became the nucleus of an NDA. Each cluster of contiguous census tracts was then assessed to determine whether it contained a minimum of 4,000 poor residents. If so, these areas were then expanded to include adjacent census tracts in order to enable the CSBG programs to serve the poor in surrounding areas. This analysis was presented to and approved by the DYCD Community Action Board (CAB).¹¹

NDA Needs Assessments

Each NDA is represented by a Neighborhood Advisory Board (NAB),¹² which is composed of residents of the community. In preparation for the RFP, NAB members conducted needs assessments for social services in their NDAs through public hearings and community surveys. Depending on the allocation of funds, NABs identified and prioritized up to seven program areas from the options provided by DYCD and described below. The priority program areas for each NDA are listed in Appendix A. Program proposals are required to address these areas in order to be considered for awards.

⁵U.S. Census Bureau website, <http://factfinder.census.gov>, retrieved November 16, 2007.

⁶Ibid.

⁷The effects of concentrated poverty have been highlighted by a number of researchers since the 1980s, beginning with W. J. Wilson, *The Truly Disadvantaged* (University of Chicago, 1987) and furthered by A. Kotlowitz, *There Are No Children Here* (Anchor Books, 1991); G. J. Duncan et al., eds., *Neighborhood Poverty, Volumes I and II* (Russell Sage Foundation, 1997); and J. Rosenbaum et al., “Fifteen years later: Can residential mobility programs provide a permanent escape from neighborhood segregation, crime, and poverty?” (*Joint Center for Poverty Research Policy Briefs, Vol. 5, No.2, 2003*).

⁸R.C. Fauth, T. Leventhal, and J. Brooks-Gunn, “Short-term effects of moving from public housing in poor to middle-class neighborhoods on low-income, minority adults’ outcomes,” *Social Science & Medicine*, December 2004, pp. 271-284.

⁹The decennial census currently remains the only accurate source of income data at the census tract level. Since the NDAs are based on census tract data, their boundaries are not revised for the upcoming RFP.

¹⁰42 U.S.C. 9901 et seq.

¹¹The analysis is available on DYCD’s website at <http://www.nyc.gov/dycd>.

¹²Each NAB has a maximum of twelve members, six of whom are appointed by DYCD and six of whom are nominated by elected officials and appointed by DYCD.

HealthStat Initiative

Access to quality health care continues to be an important need of low-income persons in New York who, according to studies conducted by the City Department of Health and Mental Hygiene, experience greater rates of illness and are less likely to receive medical care. Eleven percent of City residents are eligible for, but not enrolled in public health insurance programs.¹³ HealthStat is a comprehensive citywide initiative designed to enroll children and families in public health managed care insurance programs that make health insurance available at no or very low cost to income-eligible families. Through this RFP, proposals are being solicited to provide the HealthStat Initiative in targeted NDAs.

B. Program Areas/Competitions

NDA needs assessments were based on the program areas listed below, which were developed by DYCD and reviewed by the CAB. Through this RFP, only programs providing these program areas will be eligible for awards.

1. Middle-School Youth: Educational Support and Leadership
2. High-School-Aged Youth: Educational Support and Employment
3. Adult Literacy: Adult Basic Education (ABE) and General Educational Development (GED) Tests Preparation
4. Seniors: Social, Cultural, and Support Services
5. Housing: Advocacy and Assistance
6. Immigrants: Support Services
7. Healthy Families: Support Services

The *Program Area Directory*, Appendix B, provides complete program descriptions and specific goals for each of the above-listed program areas. Each program area within each NDA is a separate competition.

Proposers may only propose services in the program areas specifically prescribed for each NDA as listed in Appendix A. Proposers may propose services in one or more program areas within a particular NDA. Proposers may also propose services in more than one NDA. However, for each program area and each NDA, a complete, separate proposal must be submitted. For example, a proposer intending to provide two different program areas in a particular NDA must submit a separate proposal for each program area. Similarly, a proposer intending to provide the same program area in three different NDAs must submit a separate proposal for each NDA.

A proposer proposing program services in an NDA identified as a targeted HealthStat service area may propose to additionally provide HealthStat services to that NDA. However, a separate HealthStat proposal must be submitted. NDAs targeted for HealthStat services are identified in Appendix C. Appendix C also includes the Scope of Services and Proposal Format for proposals responding to the HealthStat Initiative as well as a cover sheet to be completed and submitted with the HealthStat proposal.

C. Service Areas

The NDAs located in each borough are listed below. The borders and identifying numbers of the NDAs are similar to those of the local community districts, but are not always exactly the same; an NDA may include portions of more than one community district. Appendix D, NDA Maps, includes maps of all 43 NDAs, showing their geographic boundaries.

¹³Center for Economic Opportunity, *Strategy and Implementation Report*, n.d., p. 65.

<i>Borough</i>	<i>NDA</i> s
Bronx	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Brooklyn	1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18
Manhattan	3, 7, 9, 10, 11, 12
Queens	1, 3, 4, 5, 7, 12, 14
Staten Island	1

D. Anticipated Contract Term

It is anticipated that the term of the contracts awarded from this RFP will be for three years, from July 1, 2009 to June 30, 2012.

E. Anticipated Funding/Payment Structure

Maximum Available Funding: The maximum available funding for all contracts awarded from this RFP is an estimated \$16 million. The funding allocation for each NDA is a percentage share based on the number of poor persons residing in the NDA, as compared to the number of poor persons living in all the NDAs combined. (See Appendix A for the estimated maximum available funding for the contracts to be awarded from this RFP for each NDA.)

Minimum Program Funding Amount: In order to ensure program viability, no contract will be awarded for less than \$50,000 annually.

Cost per Participant: Appendix E, Unit Cost Guidelines, lists the minimum and maximum annual cost per participant allowed for each program area.

Cash Contributions: Proposers are encouraged to enhance programs through additional funding from other sources.

Contract Payments. All payments to contractors shall be made as reimbursements of expenses pursuant to a budget approved by DYCD and no payments shall be made nor funds applied to other uses. All contract payments are subject to audit.

F. Minimum Qualification Requirement

The following is the minimum qualification requirement of this RFP. Proposals that fail to meet this requirement will be determined by the agency to be nonresponsive and will not be further considered.

The proposer shall:

- Be incorporated by the State as a not-for-profit entity or have filed an application with the State for such status by the proposal submission due date indicated in this RFP.

G. Population Served

At least 80 percent of the population served would reside in the NDA the contractor proposes to serve. For Program Area 1, Middle-School Youth, and Program Area 2, High-School-Aged Youth, at least 80 percent of the population served would **either reside in or attend school in the NDA the contractor proposes to serve.**

H. Program Facility Requirements

- Contract award shall be subject to demonstration by a selected proposer that it has, or will have by the conclusion of negotiations, site control of an appropriate program facility within one half-mile of the NDA it proposes to serve.
- The program facility would be appropriate in size and design to adequately accommodate program staff, participants, and program services.
- The facility must be easily accessible to public transportation and in compliance with the Americans with Disabilities Act (ADA). If it is not, DYCD-approved alternative measures, such as access to other suitable space, must be in place to make activities accessible to persons with disabilities.

I. Subcontracting

Subcontracting is allowed, subject to the following conditions:

- Subcontractors must meet the same minimum qualification requirement as prime contractors.
- The amount budgeted for subcontracting may not exceed 30 percent of the total proposed budget.
- A selected contractor shall not enter into any subcontract for the performance of its obligations, in whole or in part, without the prior written approval of DYCD. Two copies of each such proposed subcontract must be submitted to DYCD with the **selected contractor's** written request for approval.

J. Regulatory Requirements

New York State School-Age Child Care (SACC) Regulations. Programs serving seven or more youth under age 13 may be subject to New York State SACC regulations and registration requirements. If SACC regulations apply, programs must be in compliance by program start date. (Programs that serve six or fewer children under age 13 are **not** subject to SACC regulations.) Proposers should consult the definitions in 18 NYCRR 413.2 to determine if such registration is required. The regulations may be accessed at www.ocfs.state.ny.us/main/beccs/daycare_regs.asp.

Personnel Investigation/Arrest Notification. Upon receipt of an award, the contractor shall comply with the regulations, policies, and procedures of DYCD, of DOHMH, and, if school-based, of DOE, with respect to investigation for criminal conviction histories of program staff members (proposed or currently employed), including volunteers. Such regulations, policies, and procedures shall determine whether individuals with criminal conviction histories may continue their employment in the CSBG program. In addition, the CSBG program shall report any conviction or subsequent arrest of any staff member (paid or volunteer) of which it becomes aware to DYCD, and, if school-based, to the DOE Office of Personnel Investigation as well.

Non-discrimination. The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, national origin, alienage or citizenship status, gender (including gender identity), sexual orientation, disability, marital status, arrest or conviction record, status as a victim of domestic violence, lawful occupation, and family status.

Liability Insurance. The City requires that all human service contractors maintain, at a minimum, the following insurance:

- Commercial general liability of \$1 million per occurrence and \$2 million aggregate minimum
- Motor vehicle liability insurance of \$5 million, if applicable
- Workers' Compensation insurance, in accordance with City regulations

Therefore, the contractor would demonstrate the possession of necessary insurance coverage by providing an original certificate of insurance naming DYCD and the City of New York as additional insured. DYCD will not release funds to any proposer awarded a contract until it has obtained the necessary insurance coverage.

Health Insurance Options Plan. The contractor shall participate in DYCD's Public Health Insurance Options Plan in accordance with Local Law 1 of 2002. Copies of Local Law 1 are available from DYCD.

Contract Payments. All payments to contractors shall be made as reimbursements of expenses pursuant to a budget approved by DYCD, and no payments shall be made nor funds applied to other uses. All contract payments are subject to audit.

SECTION III: SCOPE OF SERVICES FOR NDA PROGRAMS*

*** For Scope of Services for the HealthStat Initiative, see Appendix C.**

A. DYCD's Goals and Objectives for this RFP

DYCD's specific goals and objectives for each program area are outlined in the *Program Area Directory*, Appendix B.

B. DYCD's Assumptions Regarding Organizational Capability

- The contractor would be fiscally sound and capable of managing the proposed program.
- The contractor would engage in successful joint efforts with other organizations providing services to the target population.
- The contractor would have the capacity to integrate the proposed program into its overall operations.
- The contractor's internal monitoring system would be effectively used to identify program, personnel, and fiscal issues and provide corrective action procedures.
- The contractor would ensure that program staff has access to computers and the Internet.
- The contractor's Board of Directors would exercise active oversight of
 - program management, including regular reviews of executive compensation, audits, and financial controls, and
 - program operations and outcomes.

C. DYCD's Assumptions Regarding Program Approach

1. Contractor/Staff Qualifications

- The contractor would have knowledge of the proposed program area.
- The contractor and key staff would have at least two years of successful experience within the past five years in providing services in the proposed program area or other relevant services to low-income City residents.
- All staff members, both paid and volunteer, would have the appropriate education and experience for providing the proposed services. The contractor would ensure that all staff members would have opportunities for ongoing professional development.
 - The contractor would ensure that all paid staff members, as well as any volunteers, are qualified and appropriately trained in family development. The contractor would provide program staff with information on the Family Development Training and Credentialing Program (FDC) and, where appropriate, refer staff for training. Paid staff members are eligible for scholarships to FDC, offered through DYCD.

- DYCD has developed a set of core competencies and corresponding indicators for youth workers, to serve as a guide for training and supervising quality youth workers. These competencies and indicators are posted on DYCD's website at www.dycd.nyc.gov and are available at DYCD.

2. Program Design

See Appendix B, *Program Area Directory*, for DYCD's assumptions regarding program design for each program area.

D. DYCD's Determinations Regarding Performance Outcome Measures

A key feature of the CSBG program is its adherence to the Results Oriented Management and Accountability (ROMA) federal mandate to build performance management into the design of the program. DYCD is responsible for measuring and managing its NDA contracts using program outcomes that align with the six national CSBG goals (listed in Appendix B). Program outcomes are the changes in condition, behavior, attitude, or status of an individual or group served by a program.¹⁴

DYCD has developed its own system for measuring program outcomes and achieving ROMA goals for the programs that the NABs have identified as priorities for their communities. Proposers are required to track one outcome for each program area and specify the number and percentage of participants who are expected to achieve this outcome. Some outcomes will be difficult to achieve within the contract period and projected percentages will be lower than for outcomes that address behaviors that are more easily changed. In the past, outcome achievement for CSBG programs has ranged from 20 percent to 60 percent of enrolled participants. Proposers should propose a rate of outcome achievement that reflects the difficulty of the outcome, the program design, and the target population. Each program would be required to track and report achievements for the selected outcome to DYCD.

The *Program Area Directory* (Appendix B) is a guide for performance management for all NDA services. For each program area, the *Directory* outlines the purpose, target population, outcomes, and indicators, as well as the activities that are associated with the achievement of the outcomes. The proposer would design its program so that activities are linked to the outcome selected for the program area and measure outcome achievement using the indicators listed in the *Directory*. A proposer may propose an indicator not listed in the *Directory*, but must justify the selection of that indicator. An indicator so chosen would be subject to approval by DYCD. Outcome achievements would be reported to DYCD on a quarterly basis.

E. Compliance with Local Law 34 of 2007

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, vendors responding to this solicitation are required to complete the attached Doing Business Data Form (Form 7) and return it with this proposal, and should do so in a separate envelope. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.) If the City determines that a vendor has failed

¹⁴ It is important to note the difference between outcomes and "outputs," the program products that may lead to outcome achievement. For example, an adult literacy program output would be the number of classes taught, while the outcome might be the number of participants who achieve a specified academic goal, such as passing the GED exam. For more on outcomes, see R. Penna and W. Phillips, *Outcome Frameworks*, The Rensselaerville Institute, Rensselaerville, New York, 2004.

to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the agency and will be given four calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the proposal is nonresponsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five days from the date of mailing or upon delivery, if delivered.

SECTION IV: FORMAT AND CONTENT OF AN NDA PROPOSAL *

* For Format and Content of a HealthStat Proposal, see Appendix C.

Instructions: Proposers should provide all information requested in the format below:

- The proposal should be typed on both sides of 8½” x 11” white paper.
- Lines should be double-spaced with 1” margins, using 12-point font size.
- Pages should be numbered and include a header or footer identifying the proposer.
- Proposals should preferably not exceed 12 pages (excluding requested attachments).
- The proposal should include a Table of Contents, placed directly following the Proposal Summary Form.
- The City of New York requests that all applications be submitted on paper with no less than 30 percent post consumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency. (For any change to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>.)

A. Proposal Format

1. Proposal Summary Form

The Proposal Summary Form (Form 1) transmits the proposal package to DYCD. It should be completed, signed, and dated by an authorized representative of the proposer.

2. Program Proposal

The program proposal is a clear, concise narrative that addresses the following:

- a. Experience and Qualifications** (preferable page limit: 2 pages, excluding requested attachments)

Demonstrate the successful relevant experience of the proposer, each proposed subcontractor if any, and the proposed key staff in providing the work described in Section III: Scope of Services and Appendix B of this RFP. Specifically address the following:

- Demonstrate the proposer’s knowledge of the proposed program area.
- Demonstrate the proposer’s successful relevant experience providing services in the proposed program area in the past five years or, if none, its experience in the past five years in providing community-based social and/or economic services with the target population identified for the proposed program area.
- Highlight outstanding accomplishments and impacts, in particular work with the target population and community in the proposed program area. If none, highlight accomplishments in community-based social and/or economic services.
- Provide quantitative data, including past outcome projections and achievements, where applicable.

- Attach for each staff position a job description, including qualifications that will be required. Include resumes for personnel already identified for positions.

b. Organizational Capability (preferable page limit: 2 pages, excluding requested attachments)

Demonstrate the proposer's organizational (programmatic, managerial, and financial) capability to carry out the program described in Section III: Scope of Services and Appendix B of this RFP. Specifically address the following:

- Describe how the proposing organization's Board of Directors will be involved in the proposed program. Complete Form 2, Corporate Governance Certification.
- Demonstrate successful joint efforts with other organizations providing services to the target population.
- Demonstrate the proposing organization's capacity to integrate the proposed program into its overall operations. Attach an organizational chart showing the proposer's organization and the proposed program. Describe how the proposed program and program staff will relate to the overall organization.
- Describe the proposing organization's internal monitoring system and demonstrate how it is effectively used to identify program, personnel, and fiscal issues. Describe the organization's corrective action procedures.
- If the proposer is required to file with the federal Office of Management and Budget pursuant to Circular A-133, attach a hard copy of the latest report filed with that office, indicating the period covered. If not, provide as a hard-copy attachment the most recent audit or audited financial statement of the organization conducted by a certified public accountant, indicating the period covered, OR, if no audit has been performed, the most recent financial statement indicating the period covered AND an explanation of why no audited financial statement is available.
- Demonstrate that program staff has access to computers and the Internet.
- Indicate whether or not the proposer has submitted more than one Neighborhood Development Area proposal. If yes, indicate how many proposals were submitted and the total number of participants the proposer intends to serve across all programs. If no, indicate the total number of participants the proposer intends to serve in the program that is the subject of this proposal. In either case, demonstrate the organization's capability to successfully serve the intended number of participants.
- Attach a listing of at least three relevant funding references, including the name of the funding organization; the name, title, and telephone number of a contact person at the funding organization; and a brief description of the service provided through that funding.

c. Program Approach (preferable page limit: 7 pages, excluding requested attachments)

Describe in detail how the applicant will provide the proposed program and demonstrate that the applicant's proposed program approach will fulfill (1) the State's program goals and objectives, and (2) DYCD's program goals and objectives. Specifically address the following:

i. Target Population

- Identify the target population.
- Identify and demonstrate the strengths and needs of the target population to be addressed.
- Discuss assumptions regarding the target population and the proposed services.
- Describe the outreach methods that will be utilized to reach the target population.

ii. Program Design

- Using Appendix B, indicate the proposed program outcome and activities that will be used to achieve the outcome.
- Identify the indicator(s) that will be used to verify participants' achievement of the outcome. Demonstrate that each indicator is relevant to the proposed program design.
- Complete and attach the Service Level Form (Form 3), and justify the proposed level of service to be provided.
- Demonstrate that the proposed activities will achieve the selected outcome. The proposer may offer to provide one or more additional activities from the entire menu of the *Program Area Directory* (Appendix B). If so, justify each such additional activity.
- Describe the methods (for example, intergenerational program, contextualized instruction) that will be used to provide activities and services. Demonstrate how such methods will help participants achieve the proposed outcome.
- Describe the materials that will be used, including any specific curriculum.
- Demonstrate how the proposing organization will employ or utilize the services of the community residents and how the community residents are involved in planning and policy.

iii. Staffing

- Describe the salaried and non-salaried, if any, staffing levels and other resources that will be utilized to provide the proposed program and demonstrate that such staffing levels are sufficient to help participants achieve the proposed outcome.
- Describe the proposing organization's philosophy toward staff development and resources that will support it. Describe the specific steps that will be taken to provide professional development to staff members and technical assistance to the staff and organization.
- Describe the plan for recruiting, hiring, and training staff. Identify how many staff members have a family development credential, and plans, if applicable, to train staff in FDC as provided by DYCD.
- Describe how staff members who provide services to youth will be trained in DYCD's core competencies for youth workers. Training is broadly conceived to include coaching, supervising, continuous quality improvement measures, internal staff development, and external training opportunities.
- Demonstrate that all individuals who will be part of the program will provide the services in a manner that is sensitive to the ethnic, racial, and linguistic characteristics of the target population.

iv. Community Linkages

- Describe the proposing organization’s existing and proposed linkages with community groups, City agencies, and other service providers that are relevant to the proposed program area.
- Demonstrate how utilization of the proposed community linkages will help participants achieve the proposed program outcome.
- Complete and attach a Linkage Agreement (Form 4) for each linkage described.

v. School Linkages

For Program Area 1, Middle-School Youth, and Program Area 2, High School Aged Youth:

- Describe the proposing organization’s proposed linkage(s) with the school(s) from which participants will be recruited.

vi. Program Facility

- Indicate the location of the proposed program facility(ies). State that the facility(ies) is within one-half mile of the NDA the proposer proposes to serve.
- Describe the program facility(ies) and demonstrate that it is appropriate to adequately accommodate the program activities.
- Demonstrate that the program facility(ies) is accessible by public transportation. Demonstrate that the facility(ies) is easily and readily accessible to persons with disabilities and is compliant with the Americans with Disabilities Act (ADA) requirements. If not, describe the alternate measures used for making program activities available to persons with disabilities.

3. Price Proposal

The Price Proposal, which is incorporated into the Service Level Form (Form 3), should include the DYCD funding request for providing the Scope of Services for the program area being proposed as well as the proposed annual cost per participant.

a. Budget Forms

Complete the attached Budget Forms (Form 5).

b. Budget Justification (preferable page limit: 1 page)

- Justify how requested funds will be used to achieve the program outcome. Proposers should ensure that the budget and budget justification are consistent with the proposed program.
- Identify the source of any cash contributions. Indicate the amount and state how the cash contribution will be used to enhance the proposed program.
- Document the source and amount of each cash contribution by submitting a Letter of Intent from the chairperson or executive director of the cash contribution source.

4. Certification Regarding Substantiated Cases of Client Abuse or Neglect

The proposer should complete and submit the Certification Regarding Substantiated Cases of Client Abuse or Neglect (Form 6).

5. Doing Business Data Form

The proposer should complete the Doing Business Data Form (Form 7) and return it with the proposal. The submission of a Doing Business Data Form that is not accurate and complete may result in appropriate sanctions.

6. Acknowledgement of Addenda

The Acknowledgement of Addenda (Form 8) serves as the proposer's acknowledgement of the receipt of addenda to this RFP that may have been issued by DYCD prior to the Proposal Due Date and Time. The proposer should complete this acknowledgment as instructed on the form.

B. NDA Proposal Package Contents (Checklist) *

* For HealthStat Proposal Package Contents (Checklist), see Appendix C.

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

1. The proposal package should include **one original set** and **seven duplicate** sets of the documents listed below in the following order.

- Proposal Summary Form (Form 1)
- Documentation showing that the proposer is incorporated by New York State as a not-for-profit entity or has filed for such status. If documentation is not attached, the proposal will be considered nonresponsive and will not be considered.
- Program Proposal
 - Table of Contents
 - Narrative
 - Corporate Governance Certification (Form 2)
 - Organizational Chart
 - Resumes and/or job descriptions for key staff positions
 - Audit Report or Certified Financial Statement or a statement as to why no report or statement is available
 - References from three funding sources for services similar to those described in Section III: Scope of Services
 - Service Level Form (Form 3)
 - Linkage Agreement(s) (Form 4)

2. Price Proposal

- Budget Forms (Form 5)
- Budget Justification
- Letters of Intent

3. Certification Regarding Substantiated Cases of Client Abuse or Neglect (Form 6)

4. Doing Business Data Form (Form 7). One original and one duplicate sets of the Doing Business Data Form should be placed in a sealed inner envelope.

5. Acknowledgement of Addenda (Form 8)

For each proposal submitted, enclose the documents in a sealed envelope and hand deliver to Daniel Symon, Agency Chief Contracting Officer, Office of Procurement. Label the envelope with the proposer’s name and address, “Neighborhood Development Area RFP,” “PIN 26009CSBGRFP,” the NDA, including borough, and program area being proposed, and the name and telephone number of the proposer’s contact person.

SECTION V: PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

1. Evaluation Procedures

All proposals accepted by DYCD will be reviewed to determine whether they are responsive to the requisites of this RFP. Proposals that are determined to be nonresponsive will be disqualified. DYCD's evaluation committees will evaluate and rate all remaining proposals based on the evaluation criteria prescribed below. Although discussions may be conducted with proposers submitting acceptable proposals, DYCD reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best programmatic and price terms.

2. Evaluation Criteria

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

3. Basis for Contract Award

Award selection will be based on the best technically rated proposal for which the price falls within the price per participant range for the proposed program area. DYCD will award contracts to the responsible proposers whose proposals are determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria set forth in this RFP. Factors to be considered include appropriate geographic distribution of services and program diversity. If a proposer is eligible for award for more than one program area and/or in more than one NDA, DYCD reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, respectively, for how many and which program areas and NDAs the proposer will be awarded a contract(s).

Within each NDA, DYCD reserves the right to award less than the full amount of funding requested by proposers and to modify the allocation of funds among competitions in the best interest of the City.

Contract award shall be subject to:

- demonstration that the proposer is classified as a not-for-profit organization, as documented by a copy of the certificate of incorporation, if not previously demonstrated;
- demonstration that the proposer has, or will have by the conclusion of negotiations, site control of an appropriate program facility located within one half-mile of the NDA it proposes to serve;
- demonstration of compliance with the City Comptroller's Office mandate that all contractors have the proper insurance, as indicated in Part II, General Provisions Governing Contracts with Directly and Indirectly Funded Contract Agencies. A contractor can be part of the Centralized Insurance Program (CIP) option or can carry its own commercial liability insurance, workers compensation insurance, and, if applicable, unemployment insurance, motor vehicle liability insurance and professional liability insurance. Demonstration of aforementioned will be proved by a certificate of insurance; and
- timely completion of contract negotiations between the agency and the selected proposer.

SECTION VI - GENERAL INFORMATION TO PROPOSERS

A. Complaints. The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, Room 835, New York, NY 10007; the telephone number is (212) 669-3000. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.

B. Applicable Laws. This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Administrative Code, New York City Charter and New York City Procurement Policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by contacting the PPB at (212) 788-7820.

C. General Contract Provisions. Contracts shall be subject to New York City's general contract provisions, in substantially the form that they appear in "Appendix A—General Provisions Governing Contracts for Consultants, Professional and Technical Services" or, if the Agency utilizes other than the formal Appendix A, in substantially the form that they appear in the Agency's general contract provisions. A copy of the applicable document is available through the Authorized Agency Contact Person.

D. Contract Award. Contract award is subject to each of the following applicable conditions and any others that may apply: New York City Fair Share Criteria; New York City MacBride Principles Law; submission by the proposer of the requisite New York City Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/Affidavits of No Change and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and local laws and executive orders requiring affirmative action and equal employment opportunity; and Section 6-108.1 of the New York City Administrative Code relating to the Local Based Enterprises program and its implementation rules.

E. Proposer Appeal Rights. Pursuant to New York City's Procurement Policy Board Rules, proposers have the right to appeal Agency non-responsiveness determinations and Agency non-responsibility determinations and to protest an Agency's determination regarding the solicitation or award of a contract.

F. Multi-Year Contracts. Multi-year contracts are subject to modification or cancellation if adequate funds are not appropriated to the Agency to support continuation of performance in any City fiscal year succeeding the first fiscal year and/or if the contractor's performance is not satisfactory. The Agency will notify the contractor as soon as is practicable that the funds are, or are not, available for the continuation of the multi-year contract for each succeeding City fiscal year. In the event of cancellation, the contractor will be reimbursed for those costs, if any, which are so provided for in the contract.

G. Prompt Payment Policy. Pursuant to the New York City's Procurement Policy Board Rules, it is the policy of the City to process contract payments efficiently and expeditiously.

H. Prices Irrevocable. Prices proposed by the proposer shall be irrevocable until contract award, unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the Agency prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of the Agency to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.

I. Confidential, Proprietary Information or Trade Secrets. Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by the City.

J. RFP Postponement/Cancellation. The Agency reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.

K. Proposer Costs. Proposers will not be reimbursed for any costs incurred to prepare proposals.

L. Charter Section 312(a) Certification.

The Agency has determined that the contract(s) to be awarded through this Request for Proposals will not directly result in the displacement of any New York City employee.



Agency Chief Contracting Officer

9.10.08

Date

Message from the New York City Vendor Enrollment Center

Get on mailing lists for New York City contract opportunities!
Submit an NYC-FMS Vendor Application – Call (212) 857-1680

NDA PROGRAM AREA PRIORITIES

APPENDIX A

Program Area Priorities in order of priority in the NDA are listed below. Please note that the *NDA Program Area Directory* was revised in 2008.

BRONX			
NDA	Program Area Priorities	Estimated Allocation by Program Area	Estimated Total NDA Allocation
Bronx 1	Healthy Families Housing High-School-Aged Youth	\$150,043.46 \$140,996.91 \$139,747.63	\$430,788
Bronx 2	High-School-Aged Youth Healthy Families Middle-School Youth Housing	\$ 63,550.18 \$ 63,000.82 \$ 61,852.18 \$ 61,302.82	\$249,706
Bronx 3	Middle-School Youth Housing High-School-Aged Youth Healthy Families Seniors Adult Literacy	\$ 60,339.70 \$ 58,938.05 \$ 58,425.24 \$ 58,425.24 \$ 54,562.13 \$ 51,177.64	\$341,868
Bronx 4	Healthy Families High-School-Aged Youth Housing Seniors Middle-School Youth Adult Literacy Immigrants	\$105,039.57 \$101,970.43 \$ 97,335.41 \$ 90,445.52 \$ 88,190.64 \$ 72,093.35 \$ 71,279.08	\$626,354
Bronx 5	Healthy Families High-School-Aged Youth Housing Middle-School Youth Adult Literacy Seniors Immigrants	\$101,882.77 \$ 99,241.37 \$ 92,763.63 \$ 90,751.14 \$ 87,543.72 \$ 84,902.31 \$ 71,821.06	\$628,906
Bronx 6	Housing Healthy Families High-School-Aged Youth Seniors Middle-School Youth Adult Literacy	\$ 66,392.78 \$ 63,741.43 \$ 60,436.31 \$ 60,436.31 \$ 59,056.16 \$ 53,136.01	\$363,199
Bronx 7	Seniors Housing	\$ 91,844.66 \$ 83,321.89	\$529,364

	Healthy Families	\$ 81,469.12	
	High-School-Aged Youth	\$ 77,657.70	
	Middle-School Youth	\$ 71,040.65	
	Adult Literacy	\$ 66,276.37	
	Immigrants	\$ 57,753.61	
Bronx 8	Middle-School Youth	\$ 67,313.10	\$190,905
	High-School-Aged Youth	\$ 65,614.05	
	Seniors	\$ 57,977.85	
Bronx 9	Healthy Families	\$102,014.92	\$393,880
	High-School-Aged Youth	\$ 99,612.25	
	Middle-School Youth	\$ 98,470.00	
	Seniors	\$ 93,782.83	
Bronx 10	High-School-Aged Youth	\$ 81,733.27	\$233,124
	Middle-School Youth	\$ 78,283.04	
	Healthy Families	\$ 73,107.69	
Bronx 11	High-School-Aged Youth	\$ 58,249.53	\$172,796
	Middle-School Youth	\$ 57,610.19	
	Seniors	\$ 56,936.28	
Bronx 12	Seniors	\$ 69,628.33	\$252,918
	Middle-School Youth	\$ 61,585.53	
	High-School-Aged Youth	\$ 61,585.53	
	Healthy Families	\$ 60,118.61	

BROOKLYN

NDA	Program Area Priorities	Estimated Allocation by Program Area	Estimated Total NDA Allocation
Brooklyn 1	High-School-Aged Youth	\$102,197.40	\$575,760
	Housing	\$102,197.40	
	Healthy Families	\$ 98,167.08	
	Middle-School Youth	\$ 96,612.53	
	Adult Literacy	\$ 90,279.17	
	Seniors	\$ 86,306.42	
Brooklyn 2	Healthy Families	\$ 63,575.45	\$235,814
	High-School-Aged Youth	\$ 60,816.43	
	Middle-School Youth	\$ 58,788.43	
	Housing	\$ 52,633.69	
Brooklyn 3	Healthy Families	\$148,413.55	\$571,041
	Seniors	\$144,416.27	
	Middle-School Youth	\$139,105.59	
	High-School-Aged Youth	\$139,105.59	
Brooklyn 4	Adult Literacy	\$115,212.84	\$467,016
	Middle-School Youth	\$ 71,453.45	
	Immigrants	\$ 71,453.45	
	Healthy Families	\$ 70,099.10	
	High-School-Aged Youth	\$ 69,398.58	
	Housing	\$ 69,398.58	
Brooklyn 5	High-School-Aged Youth	\$107,965.61	\$663,587
	Housing	\$102,457.83	
	Healthy Families	\$102,457.83	
	Middle-School Youth	\$ 97,812.72	
	Seniors	\$ 92,304.95	
	Adult Literacy	\$ 90,446.91	
	Immigrants	\$ 70,141.15	
Brooklyn 6	Healthy Families	\$ 56,153.65	\$164,096
	Housing	\$ 54,512.69	
	Middle-School Youth	\$ 53,429.66	
Brooklyn 7	Healthy Families	\$ 65,768.38	\$374,322
	Adult Literacy	\$ 64,009.06	
	Middle-School Youth	\$ 63,447.58	
	High-School-Aged Youth	\$ 62,848.66	
	Seniors	\$ 61,725.70	
	Housing	\$ 56,522.62	
Brooklyn 8	Healthy Families	\$137,042.67	\$272,072
	High-School-Aged Youth	\$135,029.33	

Brooklyn 9	High-School-Aged Youth	\$ 81,338.27	\$323,670
	Healthy Families	\$ 81,338.27	
	Seniors	\$ 80,496.73	
	Housing	\$ 80,496.73	
Brooklyn 11	Seniors	\$ 90,644.75	\$320,980
	Middle-School Youth	\$ 77,548.77	
	Healthy Families	\$ 77,548.77	
	High-School-Aged Youth	\$ 75,237.71	
Brooklyn 12	Housing	\$181,861.60	\$755,867
	Seniors	\$155,935.36	
	High-School-Aged Youth	\$145,277.64	
	Healthy Families	\$144,068.25	
	Middle-School Youth	\$128,724.15	
Brooklyn 13	Seniors	\$211,425.43	\$330,921
	Housing	\$ 63,569.92	
	Healthy Families	\$ 55,925.65	
Brooklyn 14	Housing	\$ 72,157.59	\$444,868
	High-School-Aged Youth	\$ 71,223.37	
	Seniors	\$ 65,751.49	
	Healthy Families	\$ 64,861.75	
	Middle-School Youth	\$ 59,389.88	
	Adult Literacy	\$ 55,741.96	
	Immigrants	\$ 55,741.96	
Brooklyn 15	Immigrants	\$ 76,188.25	\$269,884
	Housing	\$ 68,847.41	
	Seniors	\$ 67,255.09	
	Healthy Families	\$ 57,593.25	
Brooklyn 16	High-School-Aged Youth	\$ 84,941.39	\$400,856
	Healthy Families	\$ 82,656.51	
	Middle-School Youth	\$ 79,289.32	
	Adult Literacy	\$ 78,688.03	
	Seniors	\$ 75,280.75	
Brooklyn 17	High-School-Aged Youth	\$ 62,391.78	\$289,521
	Healthy Families	\$ 59,988.75	
	Middle-School Youth	\$ 59,351.80	
	Housing	\$ 57,527.82	
	Adult Literacy	\$ 50,260.85	
Brooklyn 18	Healthy Families	\$ 90,250.00	\$ 90,250

MANHATTAN

NDA	Program Area Priorities	Estimated Allocation by Program Area	Estimated Total NDA Allocation
Manhattan 3	High-School-Aged Youth	\$133,668.76	\$617,693
	Seniors	\$124,712.22	
	Housing	\$124,712.22	
	Middle-School Youth	\$123,229.75	
	Healthy Families	\$111,370.05	
Manhattan 7	Housing	\$ 63,515.64	\$119,010
	Healthy Families	\$ 55,494.36	
Manhattan 9	Housing	\$ 77,109.11	\$384,776
	Seniors	\$ 69,259.68	
	Adult Literacy	\$ 62,141.32	
	High-School-Aged Youth	\$ 61,371.77	
	Healthy Families	\$ 59,024.64	
	Middle-School Youth	\$ 55,869.48	
Manhattan 10	Housing	\$128,322.57	\$443,409
	High-School-Aged Youth	\$108,058.77	
	Middle-School Youth	\$104,600.18	
	Healthy Families	\$102,427.48	
Manhattan 11	Housing	\$181,460.47	\$520,989
	Healthy Families	\$174,791.81	
	High-School-Aged Youth	\$164,736.72	
Manhattan 12	Housing	\$128,234.57	\$741,669
	Healthy Families	\$113,401.19	
	High-School-Aged Youth	\$109,099.51	
	Immigrants	\$107,022.84	
	Adult Literacy	\$ 97,455.30	
	Middle-School Youth	\$ 94,266.13	
	Seniors	\$ 92,189.46	

QUEENS			
NDA	Program Area Priorities	Estimated Allocation by Program Area	Estimated Total NDA Allocation
Queens 1	High-School Aged Youth Healthy Families	\$135,957.00 \$135,957.00	\$271,914
Queens 3	Immigrants High-School-Aged Youth Middle-School Youth Healthy Families	\$ 65,416.73 \$ 64,804.65 \$ 62,407.31 \$ 62,407.31	\$255,036
Queens 4	Healthy Families High-School-Aged Youth Seniors Housing Middle-School Youth Adult Literacy	\$ 78,769.85 \$ 73,234.68 \$ 71,872.17 \$ 69,828.41 \$ 68,423.33 \$ 63,654.56	\$425,783
Queens 5	Adult Literacy Healthy Families	\$ 82,576.75 \$ 69,863.25	\$152,440
Queens 7	High-School-Aged Youth	\$119,286.00	\$119,286
Queens 12	Middle-School Youth High-School-Aged Youth Healthy Families Housing Adult Literacy Seniors	\$ 91,246.24 \$ 91,246.24 \$ 91,246.24 \$ 75,591.48 \$ 69,544.17 \$ 68,812.63	\$487,687
Queens 14	High-School-Aged Youth Middle-School Youth Healthy Families Housing	\$ 70,020.00 \$ 67,683.34 \$ 66,515.01 \$ 61,310.65	\$265,529

STATEN ISLAND			
NDA	Program Area Priorities	Estimated Allocation by Program Area	Estimated Total NDA Allocation
Staten Island 1	Housing Healthy Families Immigrants	\$ 82,222.42 \$ 82,222.42 \$ 65,999.16	\$230,444

**Community Services Block Grant
Neighborhood Development Area**

**PROGRAM AREA
DIRECTORY**

2008

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New York State Program Priority Area: Healthy Families

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PROGRAM ACTIVITY DEFINITIONS

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INTRODUCTION

The Department of Youth and Community Development (DYCD) has produced the Neighborhood Development Area (NDA) *Program Area Directory* to assist community-based organizations that receive federal Community Services Block Grant (CSBG) contracts. It is designed to guide the service provider in establishing an outcome management system. NDA program areas are grouped under the New York State program area priorities that they support. The *Directory* describes programs and their purposes, targeted populations, and required outcomes. For each program area, the *Directory* lists the activities which will support achievement of the outcomes and gives the requirements for the number of activities that must be selected. Core activities are central to the program design and are supplemented by support activities. Definitions for the activities are given following the program area descriptions.

With the passage of the Government Performance and Results Act (GPRA) in 1993, Congress moved in the direction of holding federally funded agencies accountable for achieving measurable program results. In response to this congressional mandate, a group of local, state, and federal service providers administering CSBG monies formed a task force. The task force developed a Results Oriented Management and Accountability (ROMA) approach. The six mandated ROMA goals for CSBG-funded programs are:

- Low-income people become more self-sufficient.
- The conditions in which low-income people live are improved.
- Low-income people own a stake in their community.
- Partnerships among supporters and providers of service to low-income people are achieved.
- Agencies increase their capacity to achieve results.
- Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems.

Working within this approach, DYCD has developed a system for measuring program results and achieving ROMA goals. The *Directory* establishes outcomes for each program area and defines the indicators that will be used to measure the number of participants who have achieved projected outcomes.

PROGRAM REQUIREMENTS

All agencies entering into CSBG-funded contracts with DYCD, must meet the following requirements:

Philosophy

- An asset/strength-based philosophy is required for all agencies. This family development approach encourages program staff to help participants assess their needs and build on their strengths in order to reach their goals.
- Programs for youth must incorporate positive youth development principles that include focusing on strengths, viewing young people as contributors and leaders in their programs, building positive relationships among youth and adults, enabling youth to have meaningful roles in the program and organization, and encouraging all community residents to contribute to the well-being of young people. A positive youth development approach requires a long-term outlook that recognizes the importance of ongoing, positive opportunities and relationships to help young people succeed as adults.

Volunteer Training

- Agencies using volunteers must provide volunteer training, appropriate to program design, and maintain records of volunteer time commitment.

Required Services

- Information, referral, and assistance; service coordination; and entitlement assistance are service approaches that must be employed on an as-needed basis by all agencies. If it becomes evident that an individual or family requires services that fall outside the scope of the program, program staff would provide assistance in accessing those services. Except for Program Areas 6 and 7, information, referral, and assistance; service coordination; and entitlement assistance cannot be claimed on the service level report.
- Agencies must provide advocacy services to participants. Advocacy includes intervening and negotiating on behalf of participants through telephone calls; accompanying participants to housing court hearings, school suspension/truancy meetings, discrimination or entitlement hearings, administrative proceedings, and other meetings; and assisting participants in designing follow-up plans.

Reporting

- Agencies must maintain program files that include registration forms, contact hour sheets, and case management notes.
- For Program Area 1, Middle-School Youth; Program Area 2, High-School Aged Youth; and Program Area 3, Adult Literacy, agencies would maintain enrollment and daily attendance records for each individual participant. For Program Area 4, Seniors, agencies would maintain enrollment and daily attendance records for each individual participant for whom the outcome, "Participants demonstrate positive physical, psychological, and social well-being," has been selected. The contractor would be required to utilize a Web-based participant attendance reporting and enrollment system.

- Agencies must track one of the outcomes listed under the program area and report outcome achievement to DYCD on a quarterly basis.

Staffing

- All program staff, both paid and volunteer, would have the appropriate education and experience for providing the proposed services. The contractor would ensure that all staff members would have opportunities for ongoing professional development.
- All program staff, both paid and volunteer, would, as appropriate, participate in ongoing professional development opportunities to ensure their capability to deliver the family development approach. The contractor would provide program staff with information on the Family Development Training and Credentialing Program (FDC) and, where appropriate, refer staff for training. Paid staff members are eligible for scholarships to FDC, offered through DYCD.
- All youth workers, both paid and volunteer, would participate in training to increase their capacity to provide services to youth in a manner that incorporates DYCD's core competencies for youth workers. These competencies and indicators are posted on DYCD's website at www.dycd.nyc.gov.
- Key staff would have at least two years of successful experience within the last five years providing relevant services to low-income New York City (City) residents.
- All individuals who will be part of the program would provide the services in a manner that is sensitive to the ethnic, racial, and linguistic characteristics of the target population.

Linkages

- Agencies must describe proposed services and provide evidence of substantive linkages with appropriate public, private, and community-service providers working in areas related to the program area.
- For the two youth program areas, agencies must describe linkages with the school(s) from which participants will be recruited.

PROGRAM AREA DESCRIPTIONS

New York State Program Priority Area: At-risk Youth

1. Middle-School Youth: Educational Support and Leadership

Purpose

The goal of this service area is to strengthen the educational skills, motivation, and engagement that will enable youth to graduate from high school. Programs would incorporate leadership development and/or life skills development activities and may employ a wide range of creative, nontraditional, and experiential learning strategies to build educational skills. Such methods may include one or more of the following:

- instruction embedded in the visual and expressive arts
- opportunities for self-directed learning
- collaborative and group work
- project-based learning
- computer-assisted instruction
- community service projects

All programs would offer homework help and tutoring as needed. These services would be considered an integral part of the program and cannot be claimed on the service level report.

Programs would be committed to a positive youth development approach. Partnerships with schools, participant involvement in program planning and implementation, and activities to foster parent involvement would be essential program components.

Target Population

Programs would serve youth in grades six, seven, and eight who have been identified as lacking the skills that are associated with successful high school completion. Programs would recruit youth who are not currently enrolled in other DYCD-funded programs.

Staff Qualifications

Key program staff would have, at minimum, bachelor's degrees; knowledge and experience in providing nontraditional, experiential learning strategies; and experience working with youth.

Activities

The core activity, Academic Enrichment, is required. In addition, one or both of the support activities must be selected.

Core

(must be selected)

- Academic Enrichment

Support

(must select one or both)

- Leadership Skills Building
- Life Skills Building

Outcome

Agencies must track the outcome listed below. Agencies will be expected to report outcome achievements to DYCD.

- Youth improve educational skills and motivation.

Indicators

Achievement of the outcome will be measured by a series of indicators relating to educational skills and motivation in a participant survey which will be provided by DYCD and administered by the program. DYCD will provide training for the administration of the survey.

In addition, for each participant, agencies would select one of the indicators listed below to further measure achievement of the outcome:

- Youth improve overall grade point average by at least 3 points or one letter grade increment (*e.g.*, C to C+, B- to B).
- Youth improve grades in a selected subject area such as English or math by at least 3 points or one letter grade increment (*e.g.*, C to C+, B- to B).

Programs would be required to collect participant school report cards to verify achievement of the above indicators.

Program Hours

Programs would operate for ten months, during the school year, and would provide a minimum of 180 hours of services for participants annually.

Attendance

Agencies would maintain enrollment and daily attendance records for each individual participant. Attendance data would be reported to DYCD using a Web-based participant attendance reporting and enrollment system. Average daily attendance (AvDA) would be reported to DYCD. Attendance on a regular basis will be demonstrated by the achievement of an AvDA which is 70 percent of total enrollment.

New York State Program Priority Area: At-risk Youth

2. High-School-Aged Youth: Educational Support and Employment

Purpose

The goals of this service area are building educational skills, encouraging school attendance or enrollment and retention in an educational or occupational training program, and assisting students to attain high school or GED diplomas that will permit them to enter college, advanced training, or careers. Programs would also help youth develop personal and workplace skills; explore individual interests; and gain exposure to career and higher education options. Educational services would augment rather than replicate school-day learning; programs may facilitate the acquisition of academic skills by employing a wide range of creative, nontraditional strategies such as the following experiential learning opportunities:

- instruction embedded in the visual and expressive arts
- opportunities for self-directed learning
- collaborative and group work
- project-based learning
- computer-assisted instruction
- reading clubs
- job-readiness training
- leadership skills building

All programs would offer homework help and tutoring as needed. These services would be considered an integral part of the program and cannot be claimed on the service level report.

Programs would provide incentives to promote program enrollment, regular attendance, and retention. Incentives may include non-cash rewards such as group outings and trips, gift vouchers, and tickets to sports and entertainment events. Stipends may include paid internships and payments for travel and other necessary program expenses. Programs would encourage participants to connect education with careers and provide activities such as assistance with college and financial aid applications, college tours, and college speakers.

Programs would be committed to a positive youth development approach. Partnerships with schools, GED and other educational and training programs, and employers; participant involvement in program decisions; and activities to promote parent involvement would be essential program components.

Target Population

Programs will target struggling high school students, including youth who are overage and under-credited and/or at risk of dropping out. Programs also may serve high-school-aged youth, through age 21, who are not working, no longer attending school, and not enrolled in any other education or training program. Programs would recruit youth who are not currently enrolled in other DYCD-funded programs.

Programs may serve either or both in-school and out-of-school youth, separately or in an integrated model.

Staff Qualifications

Key program staff would have, at minimum, bachelor's degrees; knowledge and experience in providing nontraditional, experiential learning strategies; and experience working with youth.

Activities

According to the population(s) served in the program, agencies must select one or both of the core activities. In addition, one or both of the support activities must be selected.

Core

(must select one or both)

For high-school students:

- Academic Enrichment

For out-of-school youth:

- Academic Support

Support

(must select one or both)

- Internships
- Job-readiness Skills

Outcomes

According to the population(s) served in the program agencies must track one or both of the outcomes listed below. Agencies will be expected to report outcome achievements to DYCD.

For high-school students:

- Youth improve educational skills and motivation.

For out-of-school youth:

- Youth enroll in an educational or occupational skills training program and remain for at least six months or until the completion of that program.

Indicators

Achievement of the outcome will be measured by a series of indicators relating to educational skills and motivation in a participant survey which will be provided by DYCD and administered by the program. DYCD will provide training for the administration of the survey.

In addition, for each participant, agencies would select one of the indicators listed below to further measure achievement of the outcome:

For high-school students:

- Youth improve overall grade point average by at least 3 points or one letter grade increment (*e.g.*, C to C+, B- to B).
- Youth improve grades in a selected subject area such as English or math by at least 3 points or one letter grade increment (*e.g.*, C to C+, B- to B).

Programs would be required to collect participant school report cards to verify achievement of the above indicators

For out-of-school youth, the indicator would be the same as the outcome:

- Youth enroll in an educational or occupational skills training program and remain for at least six months or until the completion of that program.

Program Hours

Programs would operate for ten months, during the school year, and would provide a minimum of 180 hours of services for high-school participants annually, at least 100 hours of which must be academic enrichment. For out-of-school youth, programs would provide at least 50 hours of academic support annually. If paid internships are offered, the duration of the internship would be a minimum of 80 hours annually.

Attendance

Agencies would maintain enrollment and daily attendance records for each individual participant. Attendance data would be reported to DYCD using a Web-based participant attendance reporting and enrollment system. Average daily attendance (AvDA) would be reported to DYCD. Attendance on a regular basis will be demonstrated by the achievement of an AvDA which is 70 percent of total enrollment.

New York State Program Priority Area: Work Force Development

3. Adult Literacy: Adult Basic Education (ABE) and General Educational Development (GED) Tests Preparation

Purpose

Programs would assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency and to pursue further education. Instruction would be provided in contexts relevant to students' needs and interests such as employment, health, finances, and parenting. ABE programs will provide instruction in reading, writing, and mathematics in English and are intended for students reading at or below the 8.9 grade level, as measured on the Test of Adult Basic Education (TABE). GED Tests preparation classes are intended for students reading at or above the 8.9 (TABE) grade level who lack high school diplomas. They are designed to improve students' ability to comprehend, analyze, and evaluate written information and to present their understandings in short essays. The classes are provided to help students prepare for the GED Tests in writing, reading, social studies, science, and mathematics. Instruction would be provided in contexts relevant to students' interests, needs, and cultural backgrounds.

Target Population

To receive instructional services, individuals would be at least 16 years old and not enrolled or required to be enrolled in secondary school under New York State law. Programs would make special efforts to include out-of-school youth aged 16-24, who have not received high school diplomas.

Staff Qualifications

Key program and instructional staff must have, at minimum, bachelor's degrees and knowledge and experience in adult education learning practices and standards.

Activities

From the list below, select one or both of the core activities. You may also select one or both of the support activities if they are important to your program design.

Core

(must select one or both)

- Adult Basic Education (ABE)
- General Educational Development (GED)

Support

(may select one or both)

- College Preparation
- Education/Career Counseling

Outcomes

According to the focus of the program, select and track one of the outcomes listed below. Agencies will be expected to report outcome achievements to DYCD.

- Participants advance to the next ABE level.
- Participants attain the GED.

Indicators

The indicators would be the same as the outcomes; select the indicator below that matches the chosen outcome.

- Participants advance to the next ABE level.
- Participants attain the GED.

Attendance

Agencies would maintain enrollment and daily attendance records for each individual participant. Attendance data would be reported to DYCD using a Web-based participant attendance reporting and enrollment system. Average daily attendance (AvDA) would be reported to DYCD. Attendance on a regular basis will be demonstrated by the achievement of an AvDA which is 80 percent of total enrollment.

New York State Program Priority Area: Healthy Families

4. Seniors: Social, Cultural, and Support Services

Purpose

Services for the older adult population would foster healthy physical, psychological, and social well-being for persons aged 60 and older. Programs would provide a range of services such as social and recreational activities; intergenerational activities; exercise and nutrition; and access to health insurance, medical assistance, and community services. Programs would provide supportive services, including housing assistance, which would help older adults maintain independence and enable the homebound to remain in their homes. Programs would provide translation services as needed. Programs may also provide supportive services for older adults raising grandchildren. Agencies will use a holistic, strength-based approach with follow-up services.

Target Population

Programs would serve adults aged 60 years and older, including those who are homebound and those who are not.

Activities

From the list below, select one or both of the core activities. You may also select one or more of the support activities if they are important to your program design.

Core

(must select one or both)

- Access Services for Seniors
- Senior Social, Cultural, and Recreational Services

Support

(may select one or more)

- Homebound Services
- Individual/Family Counseling
- Intergenerational Interaction
- Respite Services
- Transportation Services

Outcomes

According to the focus of the program, agencies must select and track one of the outcomes listed below. Agencies will be expected to report outcome achievements to DYCD.

- Participants obtain needed benefits and services.
- Participants demonstrate positive physical, psychological, and social well-being.

Indicators

For each participant, agencies would select one of the indicators listed below to measure achievement of the outcome.

For the outcome, “Participants obtain needed benefits and services,” the indicator is the following:

- Participants complete applications and/or referrals for services and receive identified services.

For the outcome, “Participants demonstrate positive physical, psychological, and social well-being,” choose one of the following indicators for each participant:

- Participants attend at least 50 percent of the scheduled time of program activities for which they are registered throughout the program year.
- Participants who are homebound engage in regular weekly visits in their homes with program staff throughout the program year.
- Participants register for activities provided outside the program and attend at least 50 percent of the time throughout the program year.
- Participants keep at least 75 percent of all health appointments throughout the program year.

If participants are homebound, the indicator is the following:

- Participants engage in biweekly visits with program staff throughout the program year.

Attendance

If the outcome, “Participants demonstrate positive physical, psychological, and social well-being,” is selected, agencies would maintain enrollment and daily attendance records for each individual participant. Attendance data would be reported to DYCD using a Web-based participant attendance reporting and enrollment system. Average daily attendance (AvDA) would be reported to DYCD. Attendance on a regular basis will be demonstrated by the achievement of an AvDA which is 70 percent of total enrollment.

New York State Program Priority Area: Healthy Families

5. Housing: Advocacy and Assistance

Purpose

Housing programs would provide housing assistance to low-income tenants and homeowners and tenant groups with the goal of maintaining or attaining adequate, affordable, and safe housing. Programs would assist individuals and families to address rent issues, code enforcement, and landlord negligence. Programs would provide information and advocacy on tenants’ rights, housing support programs, foreclosure prevention, and predatory lending practices.

Target Population

Programs would target families and individuals in need of housing assistance and advocacy.

Activities

The core activity, Individual/Family Housing Assistance is required. You may also select one or more of the support activities if they are important to your program design.

Core
(must be selected)

- Individual/Family Housing Assistance

Support
(may select one or more)

- Emergency Services
- Housing Relocation Assistance
- Legal Assistance

Outcomes

According to the focus of the program, select and track one of the outcomes listed below. Agencies will be expected to report outcome achievements to DYCD.

- Participants resolve housing problems.
- Participants secure adequate and safe housing.

Indicators

For each participant, agencies would select one of the indicators listed below to measure achievement of the outcome.

For the outcome, “Participants resolve housing problems,” select one of the following indicators for each participant:

- Participants prevent eviction.
- Participants have needed repairs completed.
- Participants resolve legal issues related to housing.
- Participants resolve tenant/landlord conflict or tenant/tenant conflict.

For the outcome, “Participants secure adequate and safe housing,” the indicator is the same as the outcome:

- Participants secure adequate and safe housing.

New York State Program Priority Area: Healthy Families

6. Immigrants: Support Services

Purpose

Programs would provide City immigrants and their children with the tools and resources to become more self-sufficient, strengthen their families and support systems, and improve their living conditions. Using a holistic, case management approach, programs would assist immigrants in accessing government benefits; legal assistance, including assistance with matters related to citizenship and immigration status; education and employment; health care; and social services.

Target Population

Programs would serve immigrants and their families.

Activities

From the list below, select at least one or both of the core activities. You may also select one or more of the support activities if they are important to your program design.

Core

(must select one or both)

- Access Services
- Citizenship Assistance

Support

(may select one or more)

- Civics/Government
- Individual/Family Counseling
- Legal Assistance
- Translation Services

Outcomes

According to the focus of the program, agencies must track one of the outcomes listed below. Agencies will be expected to report outcome achievements to DYCD.

- Participants file all required papers to achieve or maintain legal immigrant status.
- Participants obtain needed benefits and services.

Indicators

For each participant, agencies would select one of the indicators listed below to measure achievement of the outcome.

For the outcome, “Participants file all required papers to achieve or maintain legal immigrant status,” select one of the following indicators for each participant:

- Participants file N400 or N600 forms.
- Participants file I130 or I485 forms.

For the outcome, “Participants obtain needed benefits and services,” select one of the following indicators for each participant:

- Participants complete applications and/or referrals for services and receive identified services.
- Participants secure adequate and safe housing.
- Participants secure employment.
- Participants engage in individual/family counseling for at least three sessions.
- Participants show proficiency in knowledge of American history, civics, and government.

New York State Program Priority Area: Healthy Families

7. Healthy Families: Support Services

Purpose

The goal of the healthy families program is to support and strengthen families. Using a strength-based, case management approach based on the principles of family development, programs would address the particular needs of each participant. Case management would include working with the family to assess strengths, needs, and resources; developing an individualized strategy to meet short- and long-term goals; and following up with the family to determine whether goals have been met and/or needs have changed. Programs would assist families in accessing resources for identified needs, including domestic violence, substance abuse, HIV/AIDS, health and nutrition. Programs would also provide advocacy and assistance in obtaining government benefits, housing, education and employment, and other social services.

Target Population

Programs would serve youth, adults, and families.

Activities

The core activity, Access Services, is required. You may also select one or more of the support activities if they are important to your program design.

Core

(must be selected)

- Access Services

Support

(may select one or more)

- Education/Career Counseling
- Employment Assistance
- Individual/Family Counseling
- Individual/Family Housing Assistance
- Legal Assistance

Outcome

Agencies must track the outcome listed below. Agencies will be expected to report outcome achievements to DYCD.

- Participants obtain needed benefits and services.

Indicators

For each participant, agencies would select one of the indicators listed below to measure achievement of the outcome.

- Participants complete applications and/or referrals for services and receive identified services.
- Participants secure adequate and safe housing.
- Participants secure employment.
- Participants engage in individual/family counseling for at least three sessions.
- Participants secure needed health care.
- Participants secure health insurance.
- Participants enroll in educational or vocational programs.

PROGRAM ACTIVITY DEFINITIONS

Academic Enrichment

Provide innovative and creative group activities to build educational skills, motivation, and engagement. Activities would supplement, rather than replicate, school-day learning and may include learning strategies such as instruction embedded in the visual and expressive arts, self-directed learning, collaborative and group work, reading clubs, project-based learning, computer-assisted instruction, community service projects.

Academic Support

Provide the needed supports to enable participants to remain actively engaged in an education or occupational training program. Services would include assessment to ensure appropriate placement, assistance with enrollment in the education or training program, and support services, including individual and/or group counseling and information, referral, and assistance to meet needs such as childcare, housing, and health care. Provide follow-up to ensure social service needs have been met. Assist participants with self-evaluation and goal-setting and provide guidance for transitions to further education, advanced training, or employment.

Access Services

Provide information, referral, and assistance in areas such as entitlement programs, education, employment, legal assistance, Earned Income Tax Credit (EITC) and other tax assistance, domestic violence prevention and intervention, housing, transportation, and health and mental health services, including substance abuse and HIV/AIDs prevention and treatment. Referral consists of arranging appointments on behalf of participants with the appropriate service providers. Assistance includes a needs assessment interview and prescreening for eligibility for benefit or service programs, completing application forms, translation services, making telephone calls and writing letters on behalf of the participants.

Access Services for Seniors

Provide information, referral, and assistance to seniors, including information and explanation in areas such as entitlement programs, housing, general social services, reduced-fare Metro Card program, Medicare, Earned Income Tax Credit (EITC) and other tax assistance, and health services. Referral consists of arranging appointments on behalf of participants with the appropriate service providers. Assistance includes a needs assessment interview and prescreening for eligibility for benefit or service programs, completing application forms, translation services, making telephone calls and writing letters on behalf of the participants. Ensure access to other programs and services by providing transportation.

Adult Basic Education (ABE)

Provide or sponsor adult basic education classes for participants, including providing instruction by a City Department of Education teacher or other qualified instructor in areas of writing, reading, and/or math and administering a pre-test, periodic assessments, and a post-test to each enrolled participant. Upon completion of the objectives, the contractor will refer participants to GED preparation classes or other adult education programs, or promote them to other classes offered by the contractor.

Citizenship Assistance

Provide assistance to enable immigrants to apply for citizenship. Assistance may include screening immigrants for eligibility, filling out citizenship applications, preparing applications for submission to

United States Citizenship and Immigration Services (USCIS), assessing applicants' needs and referring them to appropriate English for Speakers of Other Languages (ESOL) or U.S. history instructional programs, advocating on behalf of applicants as needed, and following up on applicants' citizenship status.

Civics/Government

Provide or sponsor instruction in civics/government to enable immigrants and refugees to participate more fully and knowledgeably in the civic affairs of their communities. Help them become U.S. citizens by preparing them to meet USCIS requirements in both English language proficiency and knowledge of American history and government.

College Preparation

Provide participants with listings of colleges and scholarship opportunities and with information on college fairs and visitations. Arrange meetings with college representatives and assist in filling out college, scholarship, and financial aid applications. Also, assist participants in writing college essays and preparing for SAT I, SAT II, Regents exams, and college entrance exams.

Education/Career Counseling

Assist participants in the assessment of their educational and/or career goals; assist participants in the process of self-evaluation and future planning.

Emergency Services

Provide emergency services to individuals and families in one or more of the following areas: clothing, food, and shelter.

Employment Assistance

Provide employment assistance to individuals, including assessing each participant's employment readiness and providing help in areas such as job development, job placement, and job retention.

General Educational Development (GED)

Conduct or sponsor a course for participants preparing for the General Educational Development examination, which is administered by the State Department of Education. The course should consist of classroom instruction in the subject areas of reading, math, writing, science, and social studies, provided by a City Department of Education teacher or other qualified instructor. The course will also include administering a pre-test, periodic assessment in each subject area, and a practice GED post-test to all enrolled participants.

Homebound Services

Provide support services to the homebound, including light housekeeping chores, shopping and small errands, escort services, meal preparation, and personal grooming.

Housing Relocation Assistance

Provide relocation assistance to individuals residing in buildings that are targeted for demolition or are sites for urban renewal.

Individual/Family Counseling

Provide counseling to individuals/families in planned sessions dealing with issues such as substance abuse, mental and physical abuse and/or violence, and psychological and emotional issues; involve participants in the process of self-evaluation and assist participants in examining available solutions.

Individual/Family Housing Assistance

Provide services to individuals and families including assistance in completing application forms for tenancy in City Housing or Section 8 housing, rent increase exemptions for senior citizens, homeowners' loan programs under HPD or HUD, rent stabilization. Provide housing advocacy in the areas of housing code violation complaints, dispossession, evictions, foreclosure prevention, and predatory lending practices.

Intergenerational Interaction

Foster the interaction between seniors working for youth programs and youth working for senior programs. The interaction would include social, recreational, cultural, and educational activities such as mentoring relationships, running errands, and tutoring. The interaction can be group or individual and occur in an organizational or home setting.

Internships

Sponsor and/or provide assistance with placement in internships or volunteer positions for the purpose of employment skills development. Provide follow-up activities such as workshops for participants to give and receive feedback on their work experiences.

Job-readiness Skills

Provide employment assistance to participants, including assessing each participant's employment readiness and providing help in areas such as resume preparation, interview techniques, job applications, job search skills, and job retention skills (*e.g.*, appropriate workplace conduct, work habits, and time management skills). Provide information on labor market trends.

Leadership Skills Building

Provide practical, hands-on experiences geared to developing skills and potential. Leadership skills include communication, critical thinking, problem solving, conflict resolution, team building, public speaking, values clarification, project planning, supervising others, conducting meetings, and consensus building. Hands-on experience may include such areas as planning and implementing teen conferences, youth advisory councils, and/or committees; performances and other artistic presentations; community service projects; team research projects; peer mentoring; and peer tutoring.

Legal Assistance

Provide free legal assistance by a staff attorney or paralegal working under the supervision of a staff attorney, including preparation and filing of legal papers in administrative proceedings and civil disputes; advocating for rights, benefits, and entitlements; and accompanying participants at appearances before the courts and at administrative hearings and appeals.

Life Skills Building

Provide workshops and other services that focus on skills building and preparation for or promotion of independent and responsible living including, but not limited to, stress management, birth control/safe

sex practices, healthy relationships, cooking/nutrition, establishing credit/money management, assertive communication, positive social skills, and substance abuse awareness and prevention.

Respite Services

Provide temporary alternative care for a youth or older adult in order to relieve primary caregiver from responsibilities of caring for participants who are suffering from debilitating physical and/or cognitive conditions. The respite may be provided in the home of the participant or in a group setting designed to meet the needs of the participant.

Senior Social, Cultural, and Recreational Services

Provide social, cultural, and recreational activities to seniors in a group setting which may include games, exercise classes, arts and crafts, cultural and recreational trips, birthday parties, and informal discussion groups.

Translation Services

Assist participants in translating, interpreting, and filling out legal and other administrative documents.

Transportation Services

Provide transportation services to ambulatory/handicapped/frail senior citizens, including transportation services to scheduled appointments for entitlement benefits, hospitals, doctors, dentist appointments, shopping centers, recreational/excursion trips, and senior centers and programs.

SUMMARY OF OUTCOMES

New York State Program Priority Area: At-risk Youth

1. Middle School Youth: Educational Support and Leadership

- Youth improve educational skills and motivation.

2. High-School-Aged Youth: Educational Support and Employment

- Youth improve educational skills and motivation.
- Youth enroll in an educational or occupational skills training program and remain for at least six months or until the completion of that program.

New York State Program Priority Area: Work Force Development

3. Adult Basic Education (ABE) and General Educational Development (GED) Tests Preparation

- Participants advance to the next ABE level.
- Participants attain the GED.

New York State Program Priority Area: Healthy Families

4. Seniors: Social, Cultural, and Support Services

- Participants obtain needed benefits and services.
- Participants demonstrate positive physical, psychological, and social well-being.

5. Housing: Advocacy and Assistance

- Participants resolve housing problems.
- Participants secure adequate and safe housing.

6. Immigrants: Support Services

- Participants file all required papers to achieve or maintain legal immigrant status.
- Participants obtain needed benefits and services.

7. Healthy Families: Support Services

- Participants obtain needed benefits and services.

HEALTHSTAT INITIATIVE
Scope of Services,
Format and Content of the HealthStat Proposal

APPENDIX C

Neighborhood Development Area (NDA)

REQUEST FOR PROPOSALS

PIN: 26009CSBGRFP

The HealthStat Initiative, administered by the Human Resources Administration's Office of Citywide Health Insurance Access (OCHIA), is a citywide campaign to enroll eligible children and families in public health managed care insurance programs. From January 2006 to fall 2007, over 167,000 New Yorkers enrolled in public health insurance through HealthStat.¹⁵ However, eleven percent of City residents are eligible for, but not enrolled in public health insurance programs.¹⁶

Since 2001, DYCD has been implementing a successful enrollment model based on hiring HealthStat Coordinators in targeted, economically distressed communities to assist in outreach to and enrollment of residents. These communities were selected based on their large immigrant populations, as well as populations eligible for public insurance options such as Child Health Plus, Family Health Plus, and Medicaid. This RFP will continue to target these communities, which have the largest numbers of unenrolled persons who are eligible for public health insurance programs. (See the list below.)

The role of the HealthStat Coordinator is to conduct outreach to potential enrollees. The work entails promoting public health insurance options, educating individuals about eligibility requirements, and organizing and coordinating enrollment events. The HealthStat Coordinator will work with a wide range of organizations (such as faith-based organizations, community-based organizations, banks, and hospitals) that interact with the target population and are located in and around NDA/HealthStat service areas. The HealthStat Coordinator will also be responsible for working with CBOs to ensure that CBO program staffs are trained to consistently market public health insurance programs to current program participants.

DYCD will allocate \$54,000 in funding to provide HealthStat services in each NDA that is also a HealthStat area. Proposers should note, however, that the contractor may additionally be requested to participate in outreach initiatives or events coordinated by OCHIA and/or DYCD outside of its assigned NDA.

Pursuant to the evaluation procedures set forth in Section V of this RFP, one of the proposers awarded a contract to provide an NDA program area priority within each NDA/HealthStat Initiative service area will be awarded the additional funding to provide HealthStat services. However, if no eligible proposer for an applicable NDA has additionally proposed to provide such HealthStat services, DYCD reserves the right to negotiate with any other selected NDA/HealthStat provider that indicated in its proposal that it would be willing to provide HealthStat services to an additional NDA for which it did not propose.

¹⁵Office of Citywide Health Insurance Access website, www.nyc.gov/html/hia/html/about/about.shtml.

¹⁶Center for Economic Opportunity, *Strategy and Implementation Report*, n.d., p. 65.

Proposals are being solicited to provide the HealthStat Initiative in each of the following boroughs and NDAs:

Bronx	9
Brooklyn	2, 4, 16
Manhattan	10, 12
Queens	3, 7
Staten Island	1

Only an organization that submits a proposal to serve a particular NDA cited above may additionally submit a proposal to provide HealthStat Initiative services in that NDA.

The Scope of Services for the HealthStat Initiative program and guidelines for submitting the HealthStat proposal are described below.

I. SCOPE OF SERVICES OF THE HEALTHSTAT PROPOSAL

A. Contractor Responsibilities

1. The contractor would conduct outreach within the proposed Neighborhood Development Area, as well as other areas identified by DYCD.
2. The contractor would hire a full-time HealthStat Coordinator with the following qualifications:
 - a) Knowledge of and experience with the target population and resources available in the community;
 - b) At least two years of community organizing and event planning experience; and
 - c) Availability to work evenings and weekends.
3. The contractor would provide clerical and administrative support to the HealthStat Coordinator.
4. The contractor would meet monthly target enrollments set by DYCD.
5. The contractor would devise a strategic plan for institutionalizing HealthStat within its own agency, promoting health insurance options and developing enrollment opportunities, and coordinating with CBOs and other entities.

B. HealthStat Coordinator Responsibilities

The HealthStat Coordinator would:

1. Ensure that HealthStat services are offered to community residents seeking various services within his/her own agency.

2. Educate agency staff and work with agency heads to incorporate HealthStat as an integral part of the agency's program; work with agency staff to devise a strategy for the identification and referral of eligible and uninsured individuals as integral components of the agency's program.
3. Conduct outreach to community-based organizations, Beacons, schools, faith-based organizations, civic organizations, block associations, local businesses, and other city agencies. Some of the outreach strategies conducted in the past by HealthStat Coordinators include marketing at income support centers and libraries and conducting outreach during school registration and PTA meetings.
4. Organize and coordinate outreach and enrollment events with facilitated enrollers, community-based organizations, and other public and private partners.
5. Participate in special outreach initiatives or events coordinated by DYCD and OCHIA.
6. Submit weekly activity reports on enrollment statistics, monthly event calendars, and quarterly strategic plans to DYCD.
7. Attend meetings once per month at DYCD, monthly HealthStat enroller meetings with OCHIA, and other meetings and training sessions as deemed appropriate by DYCD.

II. FORMAT AND CONTENT OF THE HEALTHSTAT PROPOSAL

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

- The proposal should be titled "HealthStat Initiative."
- The proposal should be typed on both sides of 8½-inch x 11-inch white paper.
- Lines should be double-spaced with 1-inch margins, using 12-point font size.
- Pages should be numbered and include a header or footer identifying the proposer.
- Proposals should preferably not exceed 4 pages, excluding the budget.
- The City of New York requests that all applications be submitted on paper with no less than 30 percent post consumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency. (For any change to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>.)

A. Program Proposal

Provide a clear, concise narrative that specifically addresses the following:

- 1) Demonstrate that the proposer has the capacity to integrate the HealthStat Initiative into the organization's overall operations.
- 2) Describe and demonstrate the effectiveness of the proposer's outreach strategies for increasing awareness, enrolling participants, and enabling families to access public health insurance programs, as described in the Scope of Services.

- 3) Provide a job description for the HealthStat Coordinator position, including the required qualifications. If the HealthStat Coordinator has already been identified, describe his/her experience and attach a resume.

B. Price Proposal

Provide a separate line item budget for the HealthStat initiative detailing Personnel Services and Other Than Personnel Services necessary to meet the requirements of the initiative outlined above.

C. Acknowledgement of Addenda: Appendix J

D. Proposal Package Contents (Checklist)

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

The proposal package should include one original set and three duplicate sets of the documents listed below in the following order.

HealthStat Initiative Cover Sheet (incorporated into this appendix)

Program Proposal

--Narrative

--Resume and/or job description for the HealthStat Coordinator

Budget Forms (Form 5)

Acknowledgement of Addenda (Form 7)

For each HealthStat Initiative proposal submitted, enclose the documents in a sealed envelope and hand deliver to Daniel Symon, Agency Chief Contracting Officer, Office of Procurement. Label the envelope with the proposer’s name and address, “Neighborhood Development Area RFP,” “PIN #26008CSBGRFP,” the borough and NDA, HealthStat Initiative, and the name and telephone number of the proposer’s contact person.

HEALTHSTAT INITIATIVE COVER SHEET

NEIGHBORHOOD DEVELOPMENT AREA RFP

PIN 26009CSBGRFP

Proposer Name : _____

Address: _____

City

State

Zip Code

Tax Identification #: _____

Proposer's Contact Person: _____

Title: _____ Telephone #: () _____

Proposed Service Area
Indicate one Service Area only.

Bronx NDA 9

Manhattan NDA 10

Brooklyn NDA 2

Manhattan NDA 12

Brooklyn NDA 4

Queens NDA 3

Brooklyn NDA 16

Queens NDA 7

Staten Island NDA 1

Proposer is willing to additionally provide HealthStat services to an NDA for which it did not propose. yes no

Proposer's Authorized Representative:

Name: _____ Title: _____

Signature: _____ Date: _____

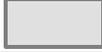
NDA MAPS

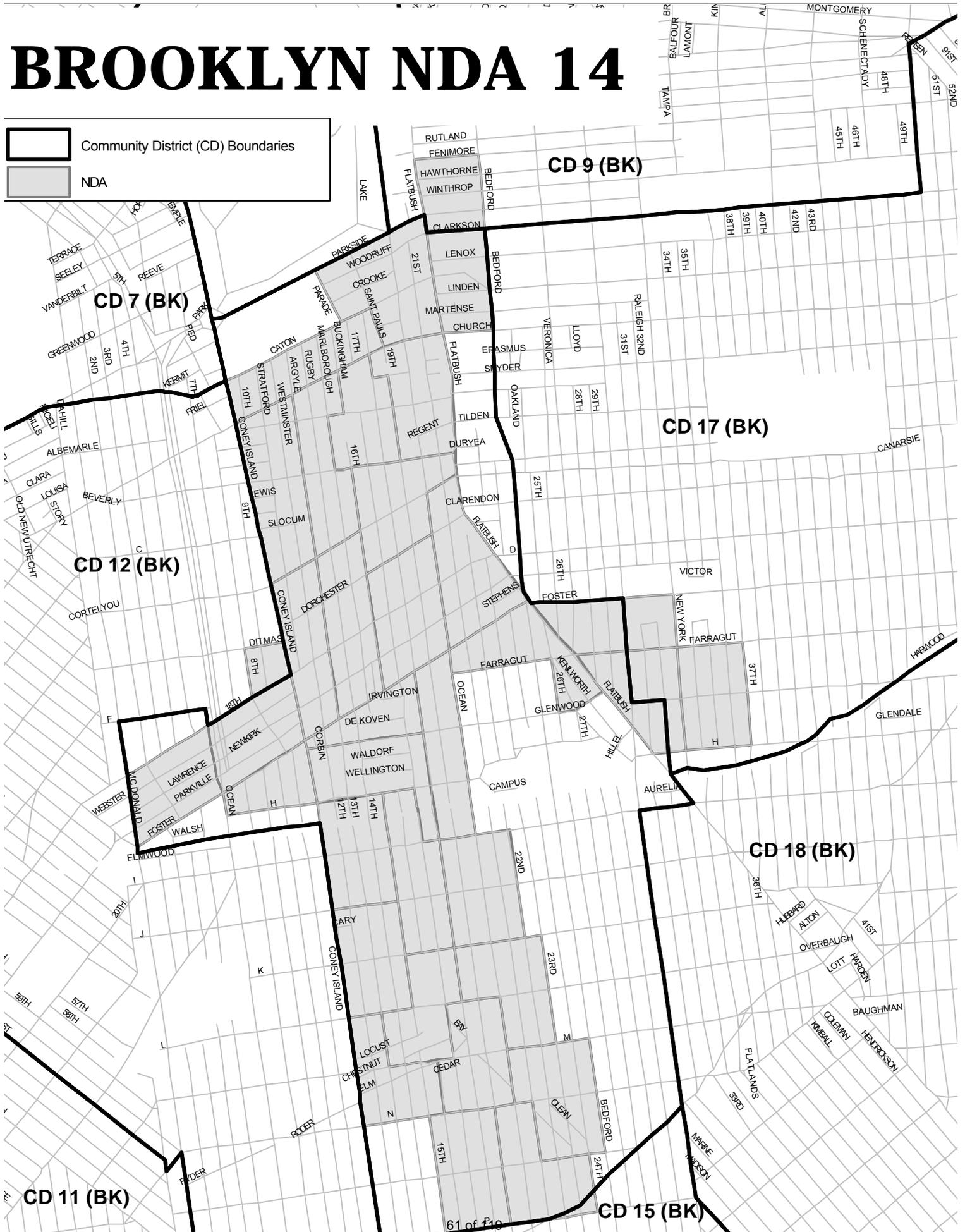
NDA REQUEST FOR PROPOSALS

PIN: 26009CSBGRFP

BROOKLYN NDA 14

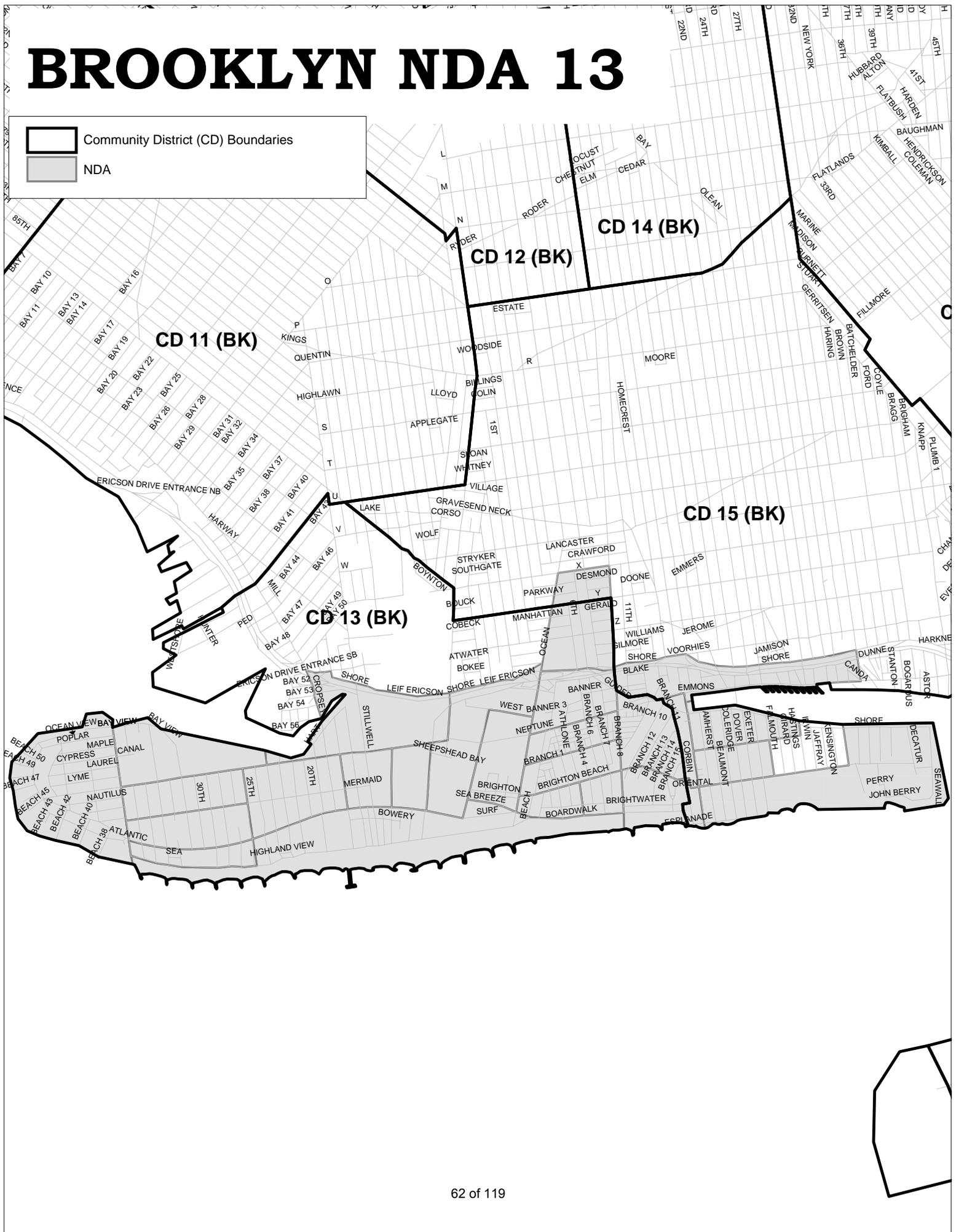
 Community District (CD) Boundaries

 NDA



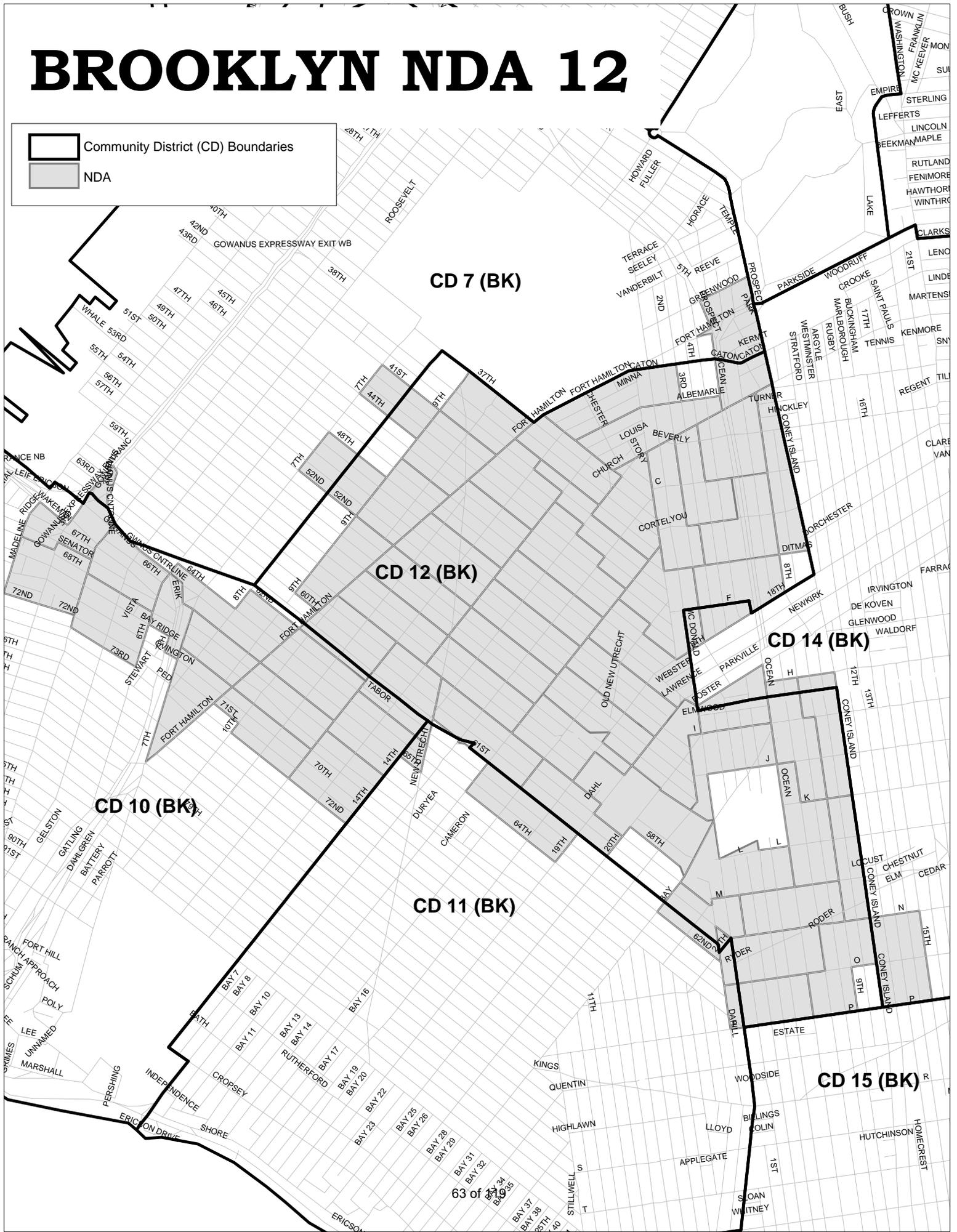
BROOKLYN NDA 13

-  Community District (CD) Boundaries
-  NDA



BROOKLYN NDA 12

 Community District (CD) Boundaries
NDA



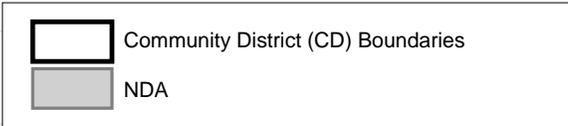
BROOKLYN NDA 9

 Community District (CD) Boundaries

 NDA



BROOKLYN NDA 8

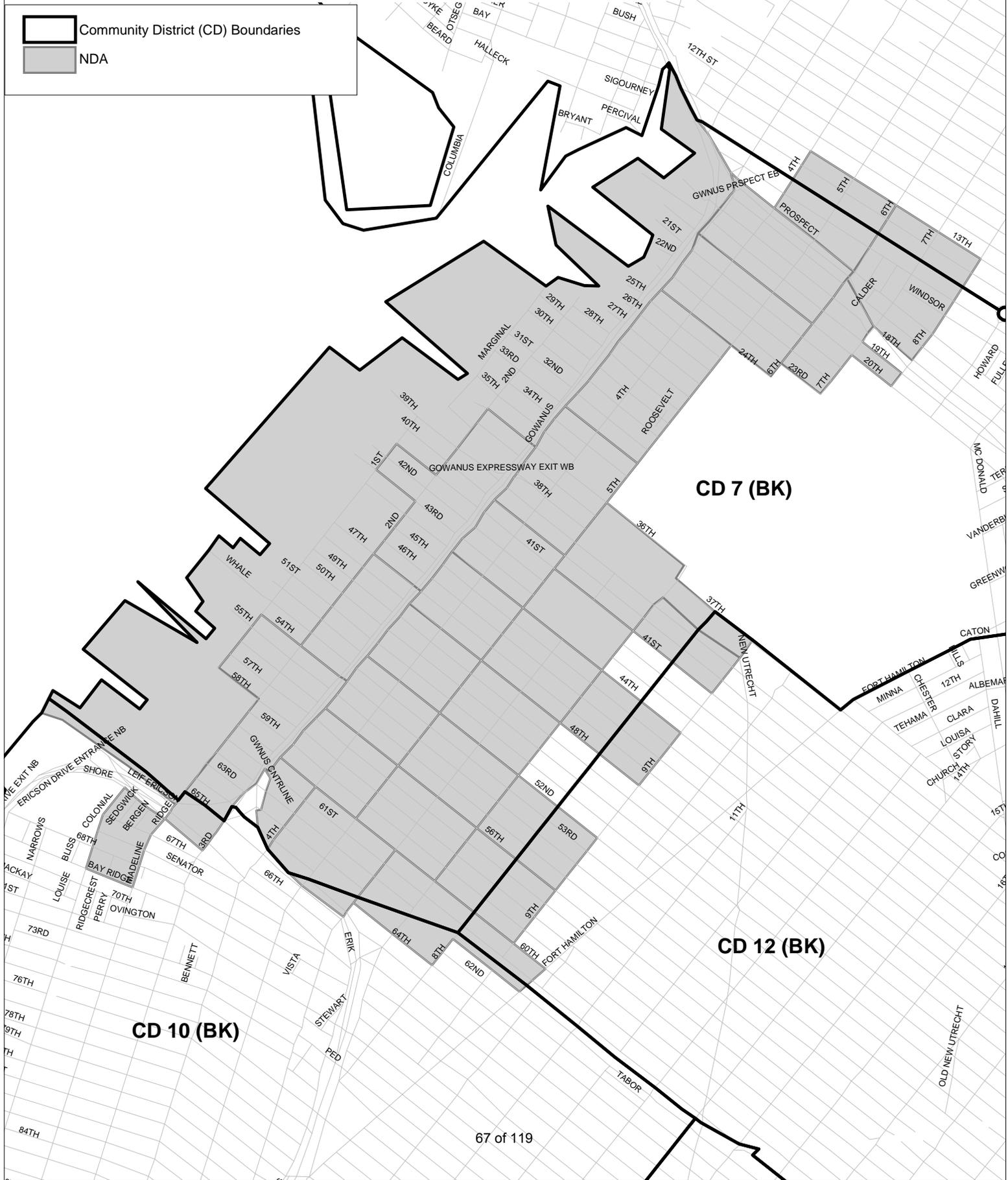
 Community District (CD) Boundaries
NDA



BROOKLYN NDA 7

CD 6 (BK)

-  Community District (CD) Boundaries
-  NDA



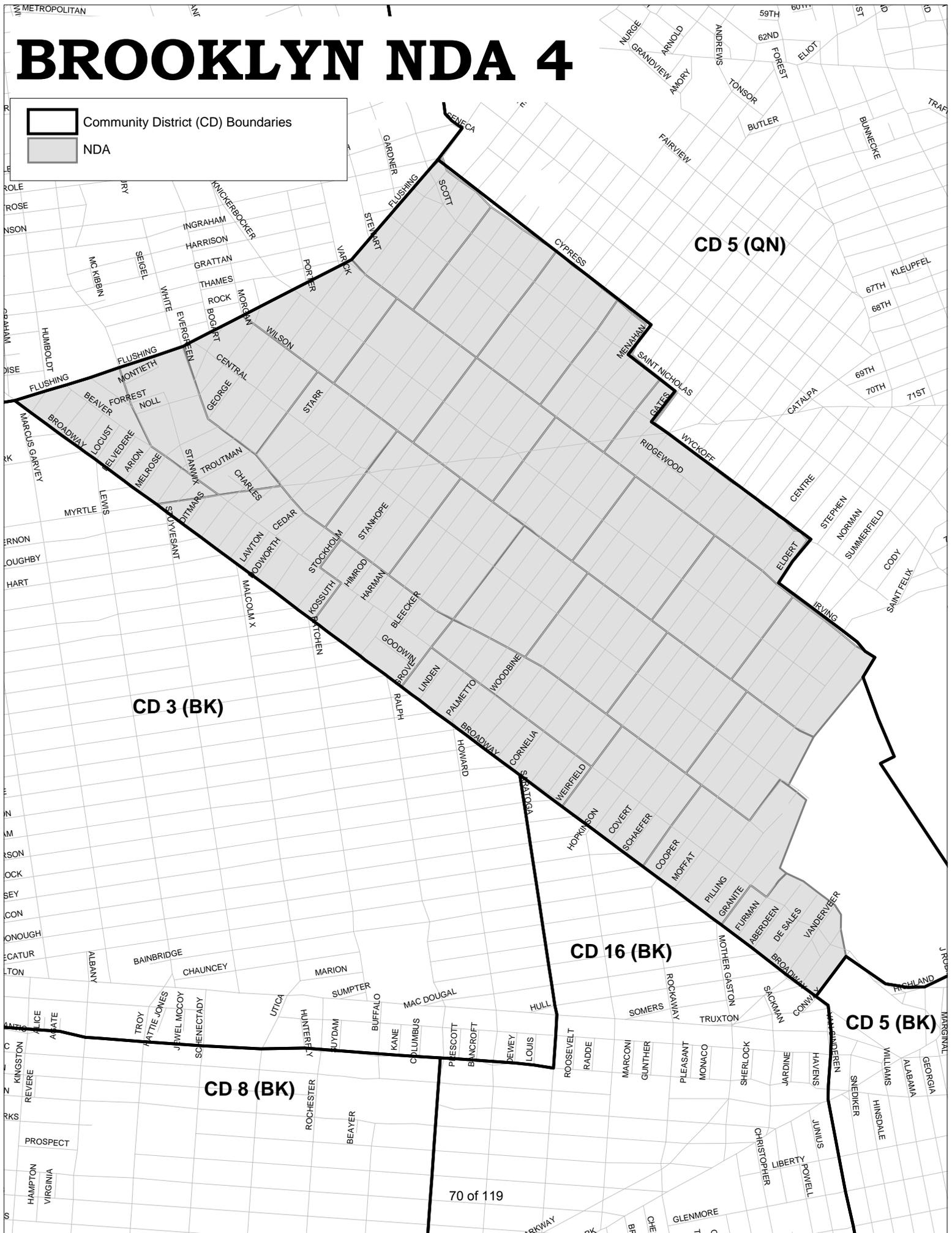
BROOKLYN NDA 6

 Community District (CD) Boundaries
 NDA



BROOKLYN NDA 4

-  Community District (CD) Boundaries
-  NDA



BROOKLYN NDA 3

 Community District (CD) Boundaries
 NDA

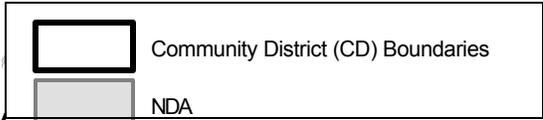


BROOKLYN NDA 1

-  Community District (CD) Boundaries
-  NDA



BRONX NDA 11

 Community District (CD) Boundaries
NDA



CD 11 (BX)

CD 12 (BX)

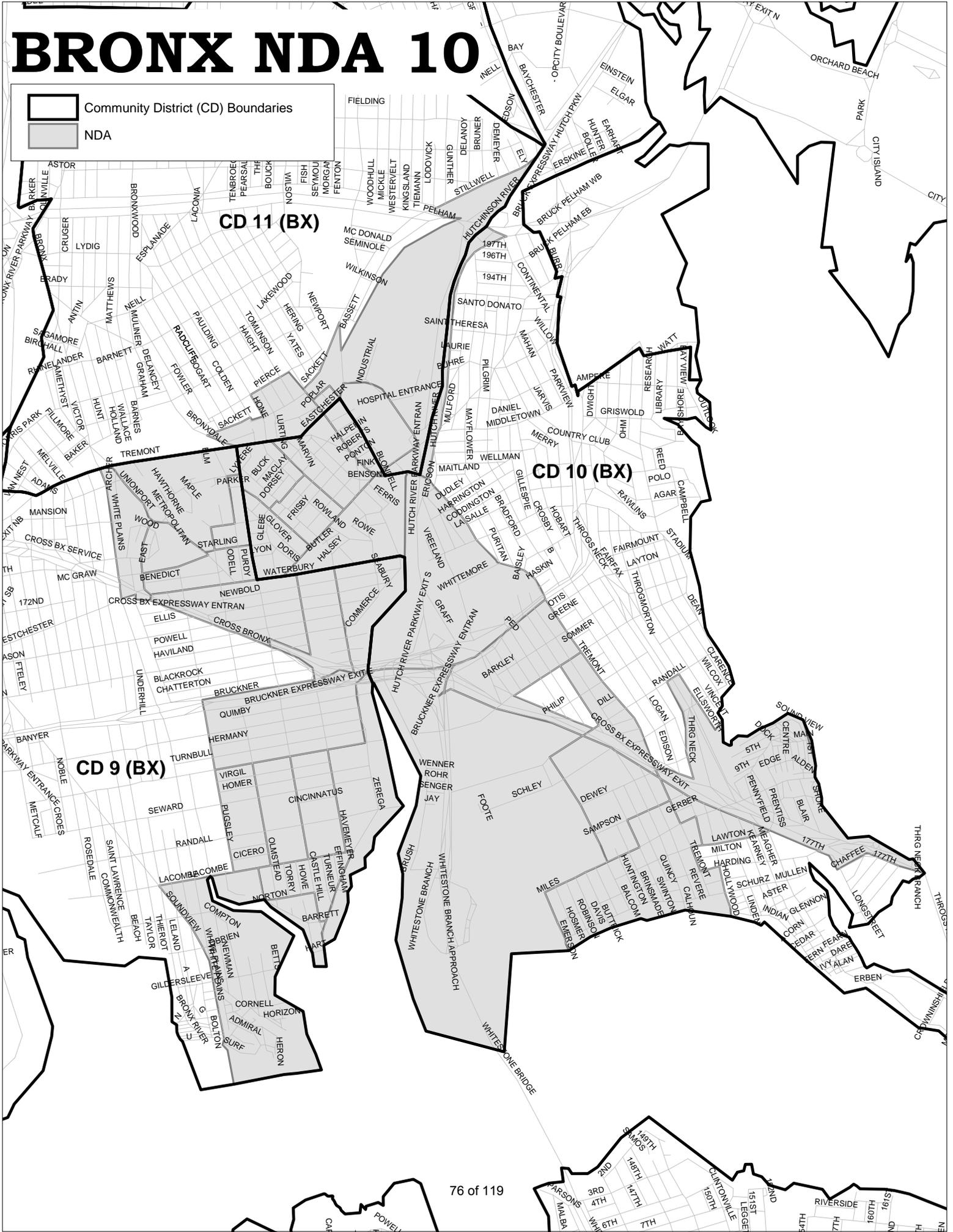
BRONX NDA 10

-  Community District (CD) Boundaries
-  NDA

CD 11 (BX)

CD 10 (BX)

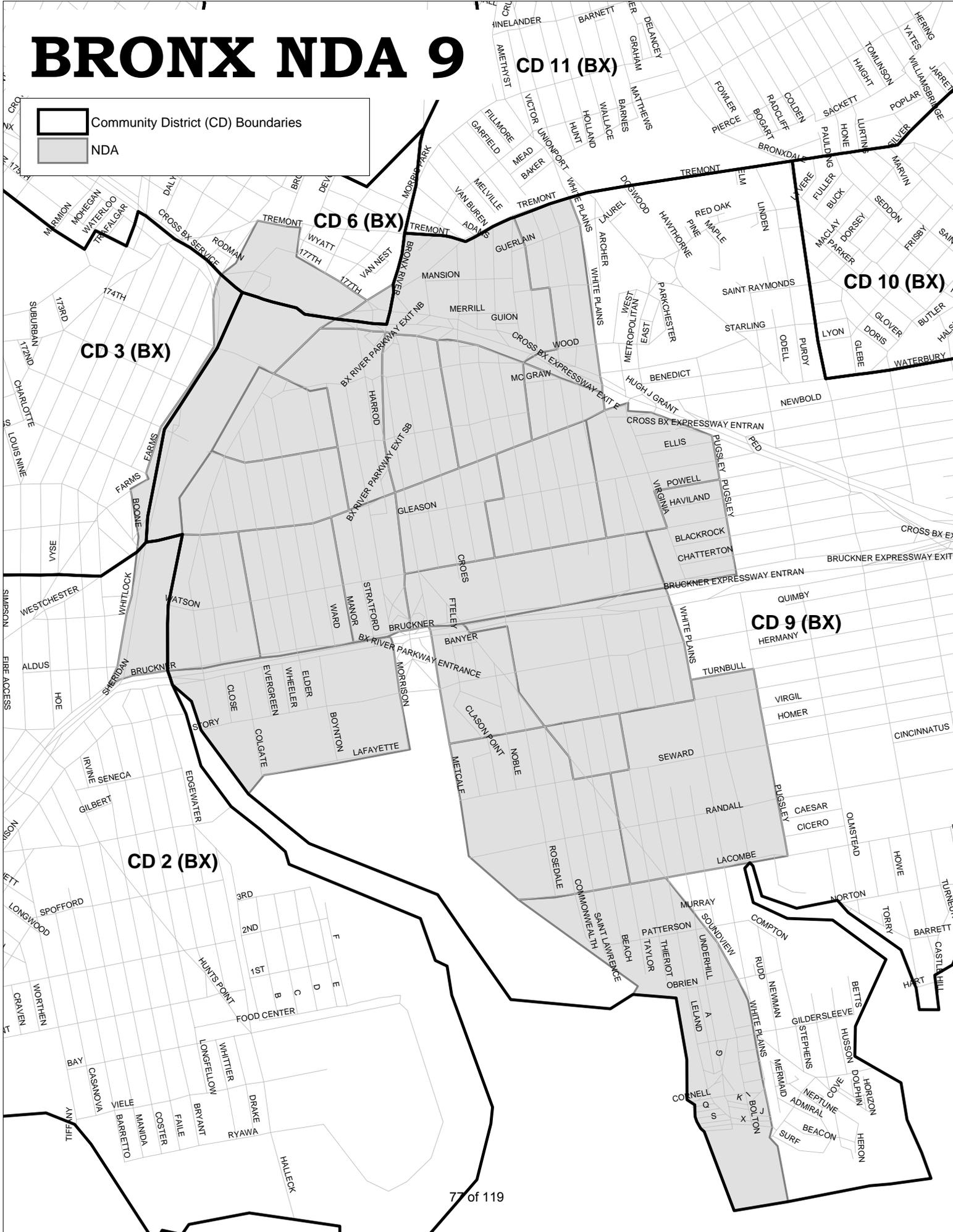
CD 9 (BX)



BRONX NDA 9

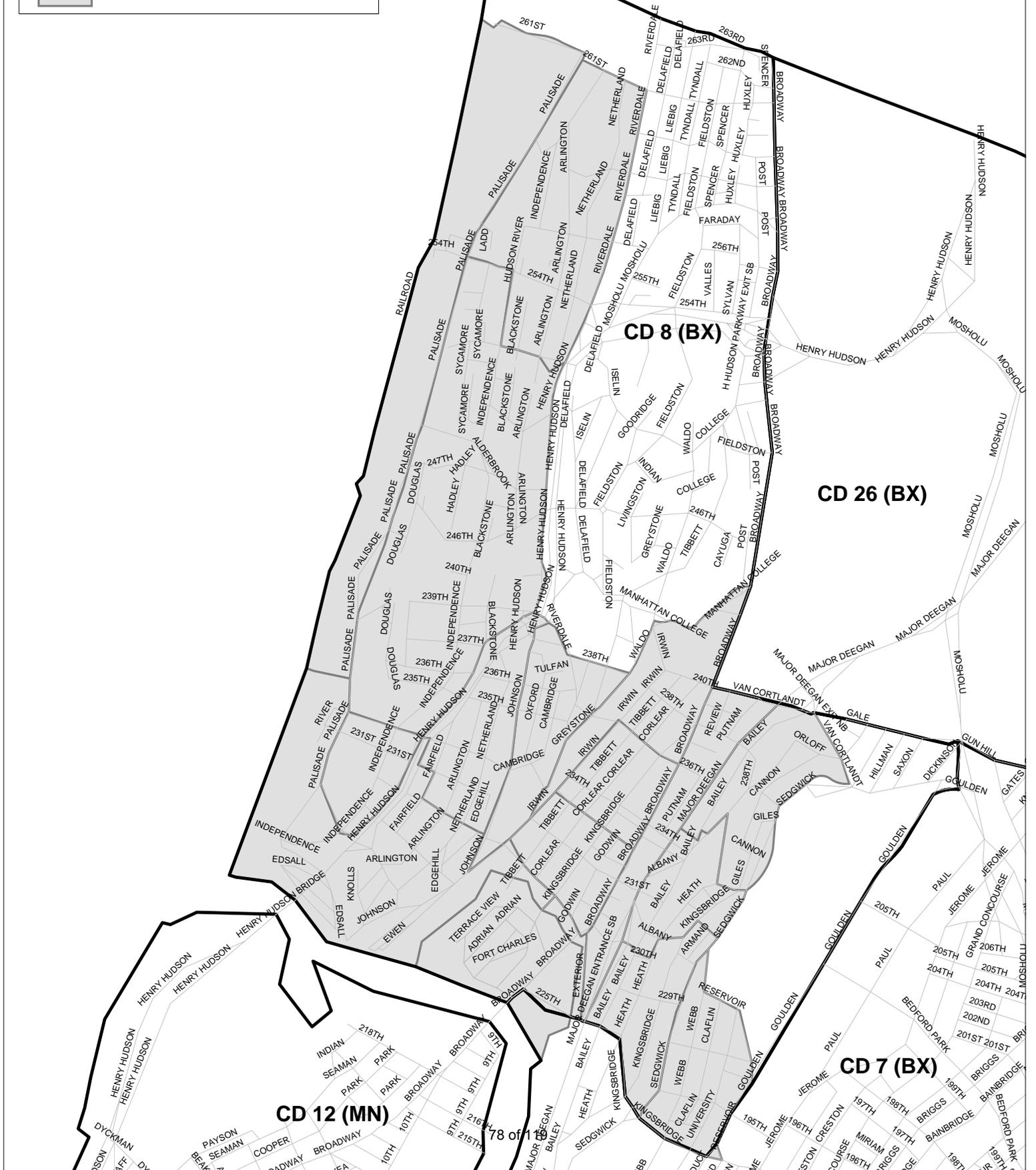
CD 11 (BX)

Community District (CD) Boundaries
NDA



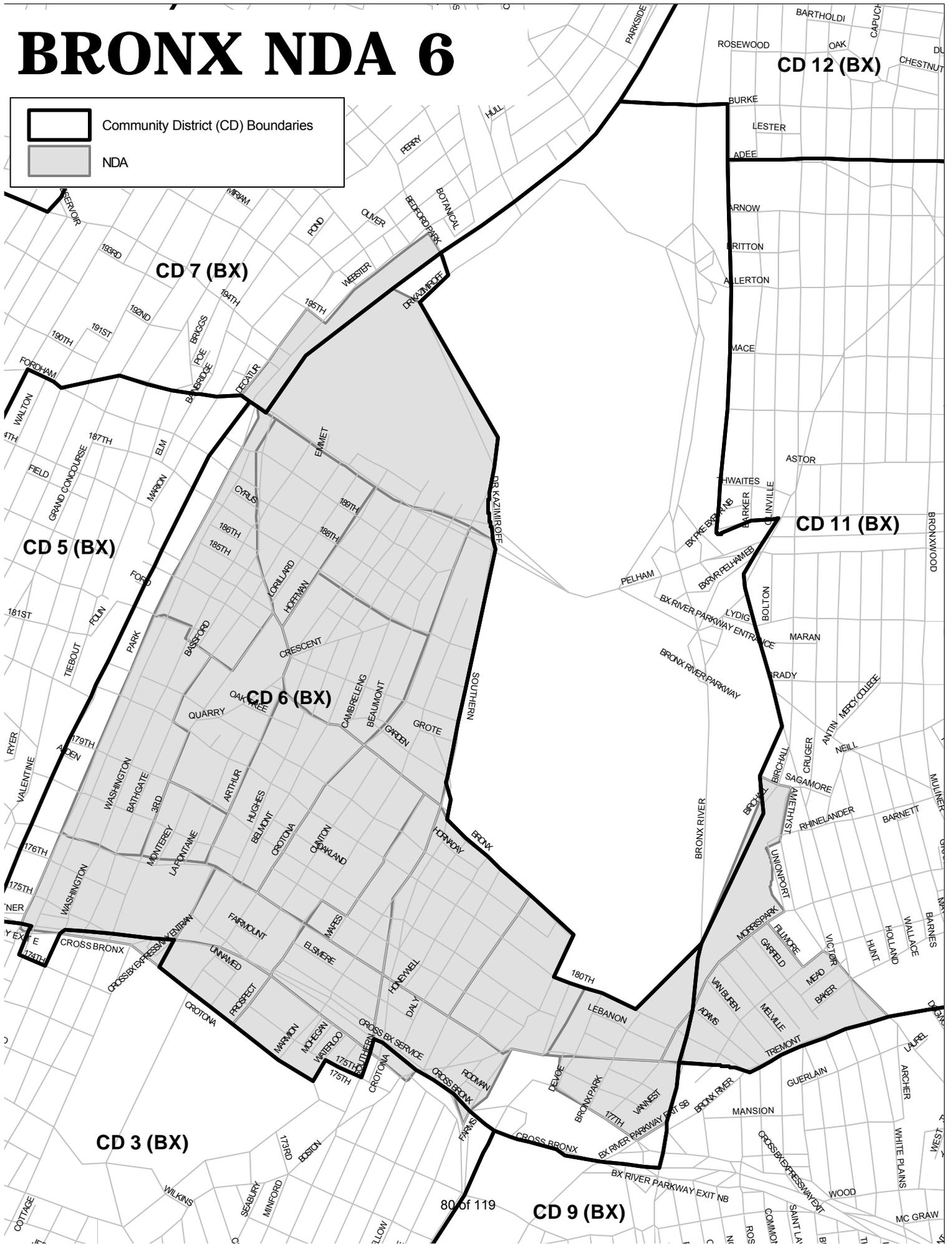
BRONX NDA 8

-  Community District (CD) Boundaries
-  NDA



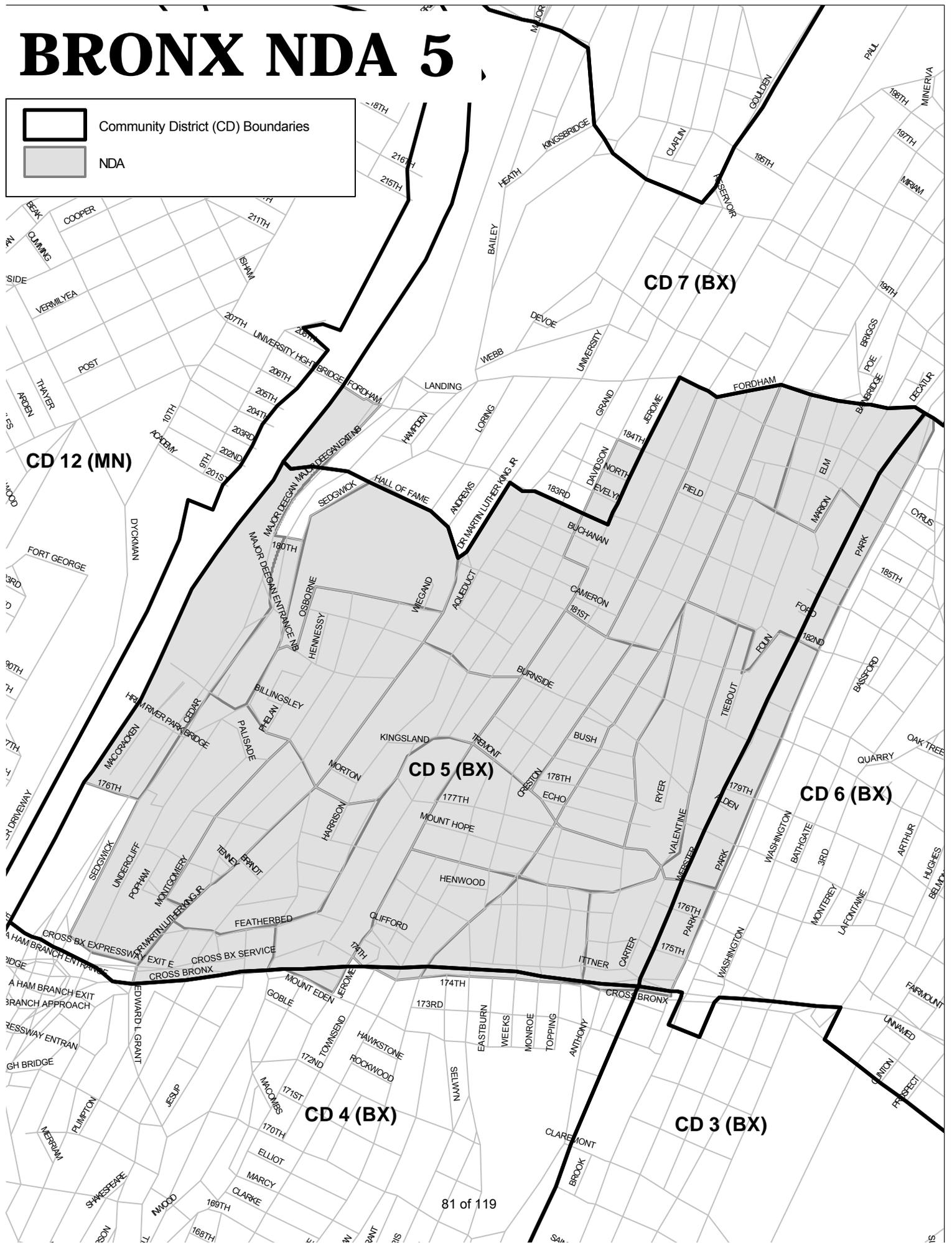
BRONX NDA 6

 Community District (CD) Boundaries
NDA

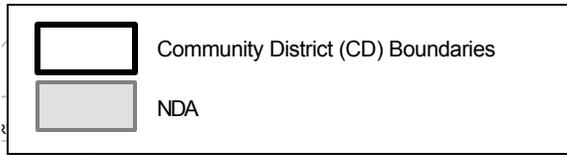


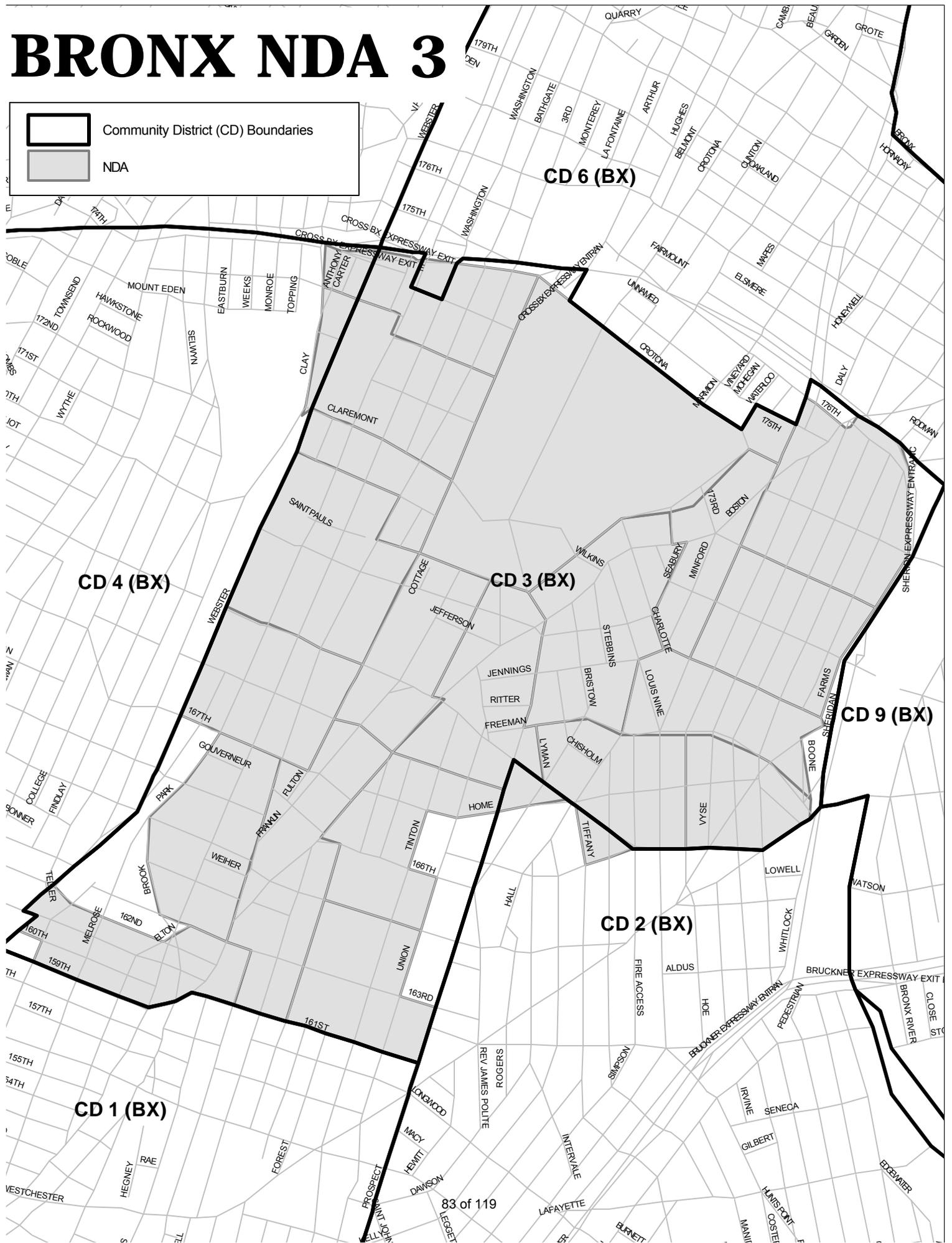
BRONX NDA 5

 Community District (CD) Boundaries
NDA



BRONX NDA 3

 Community District (CD) Boundaries
NDA



BRONX NDA 1

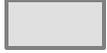
-  Community District (CD) Boundaries
-  NDA



QUEENS NDA 7



Community District (CD) Boundaries

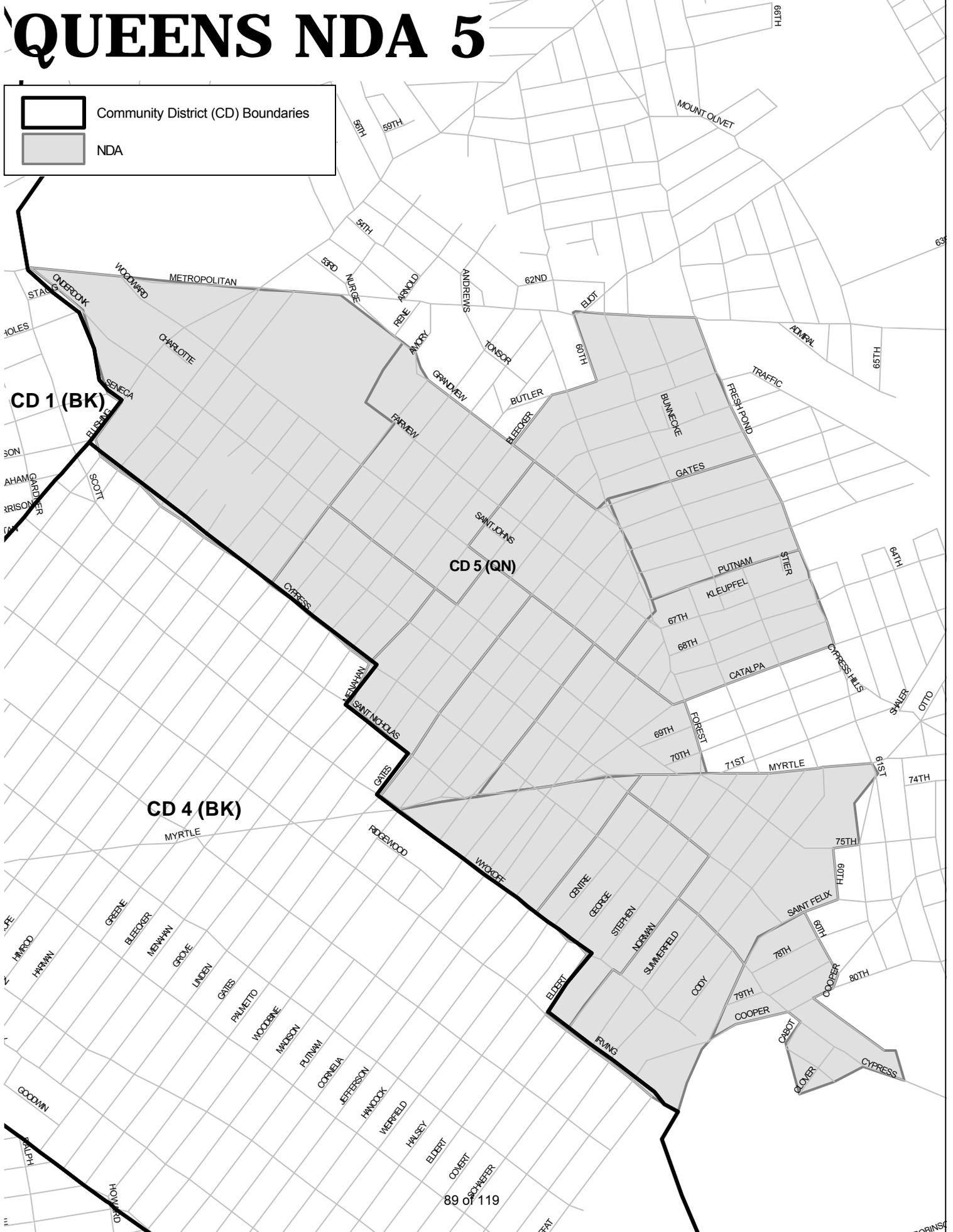


NDA

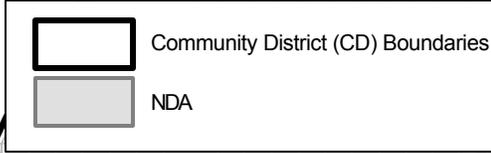


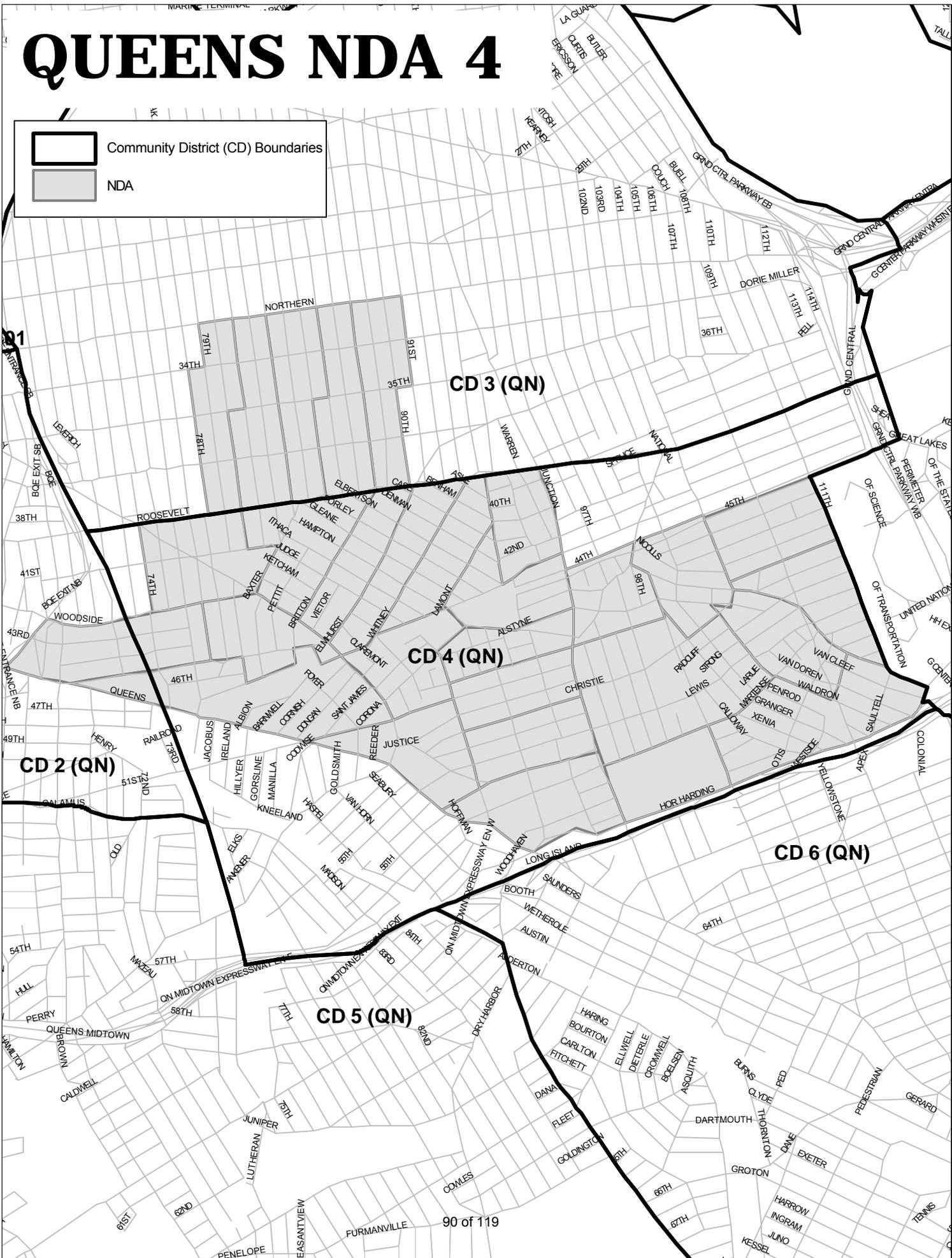
QUEENS NDA 5

Community District (CD) Boundaries
NDA



QUEENS NDA 4

 Community District (CD) Boundaries
NDA



CD 3 (QN)

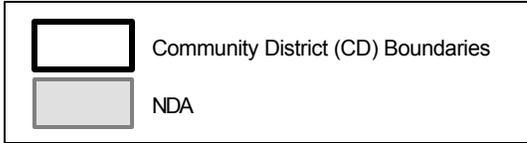
CD 4 (QN)

CD 2 (QN)

CD 6 (QN)

CD 5 (QN)

QUEENS NDA 3

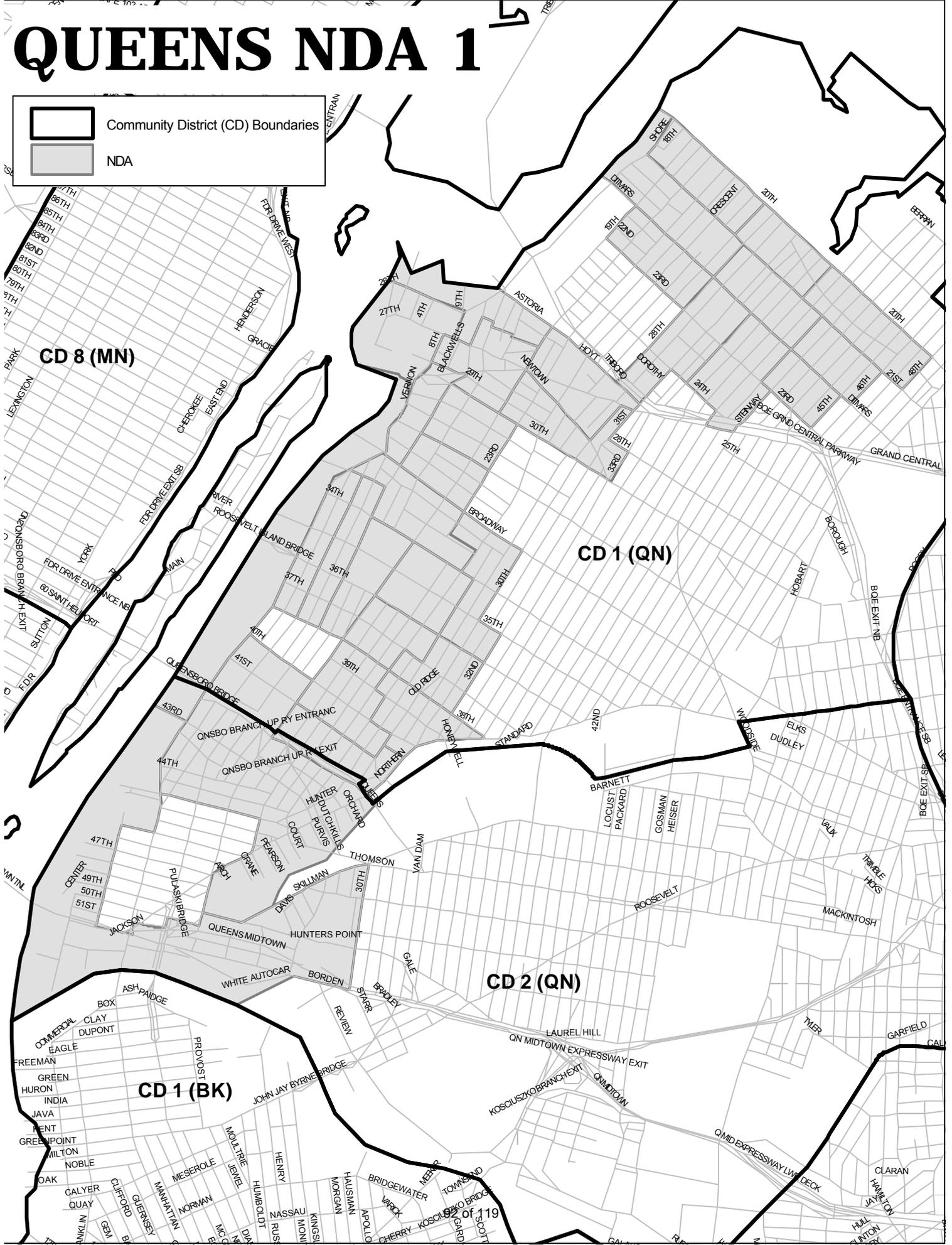
 Community District (CD) Boundaries
NDA



QUEENS NDA 1

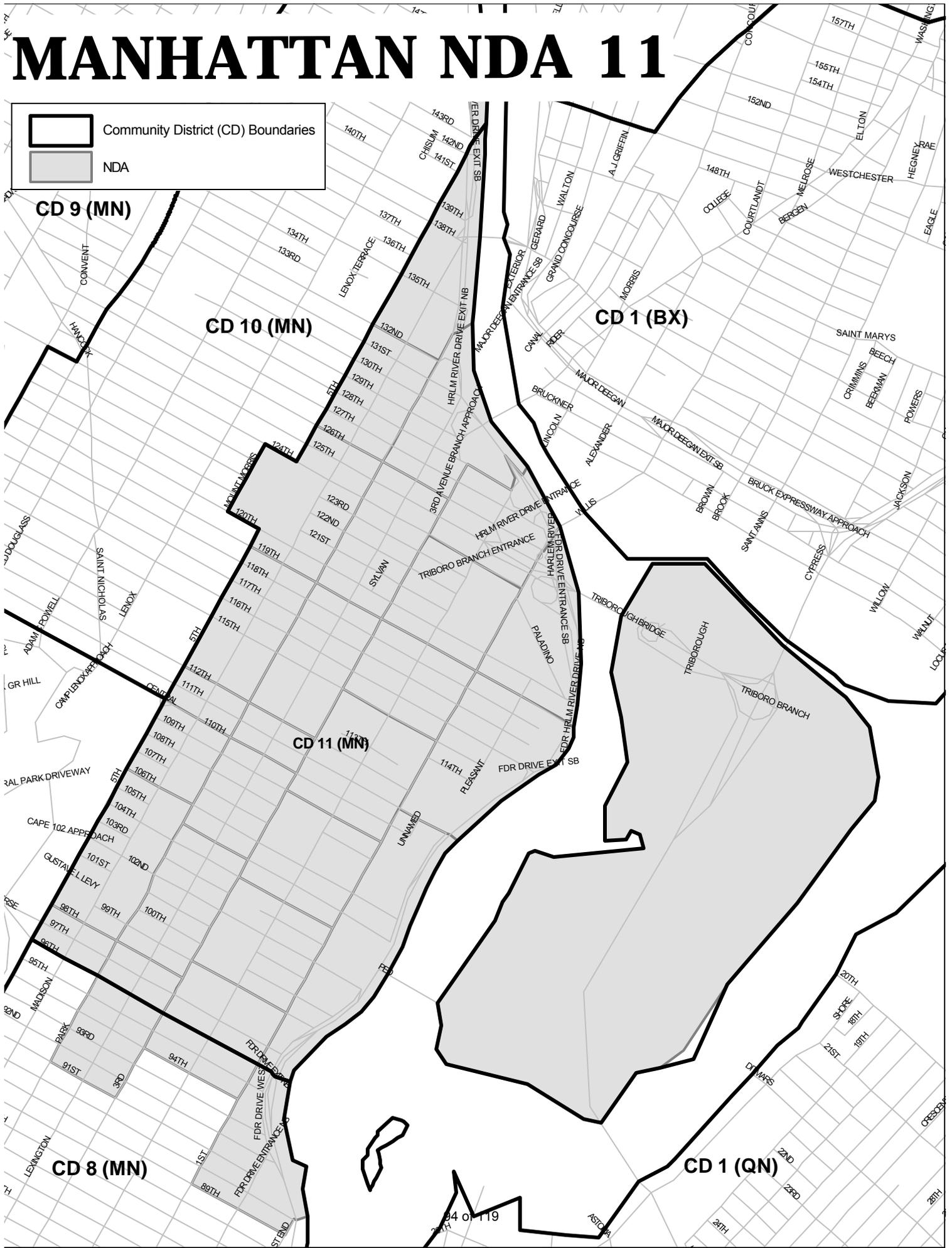
Community District (CD) Boundaries

NDA

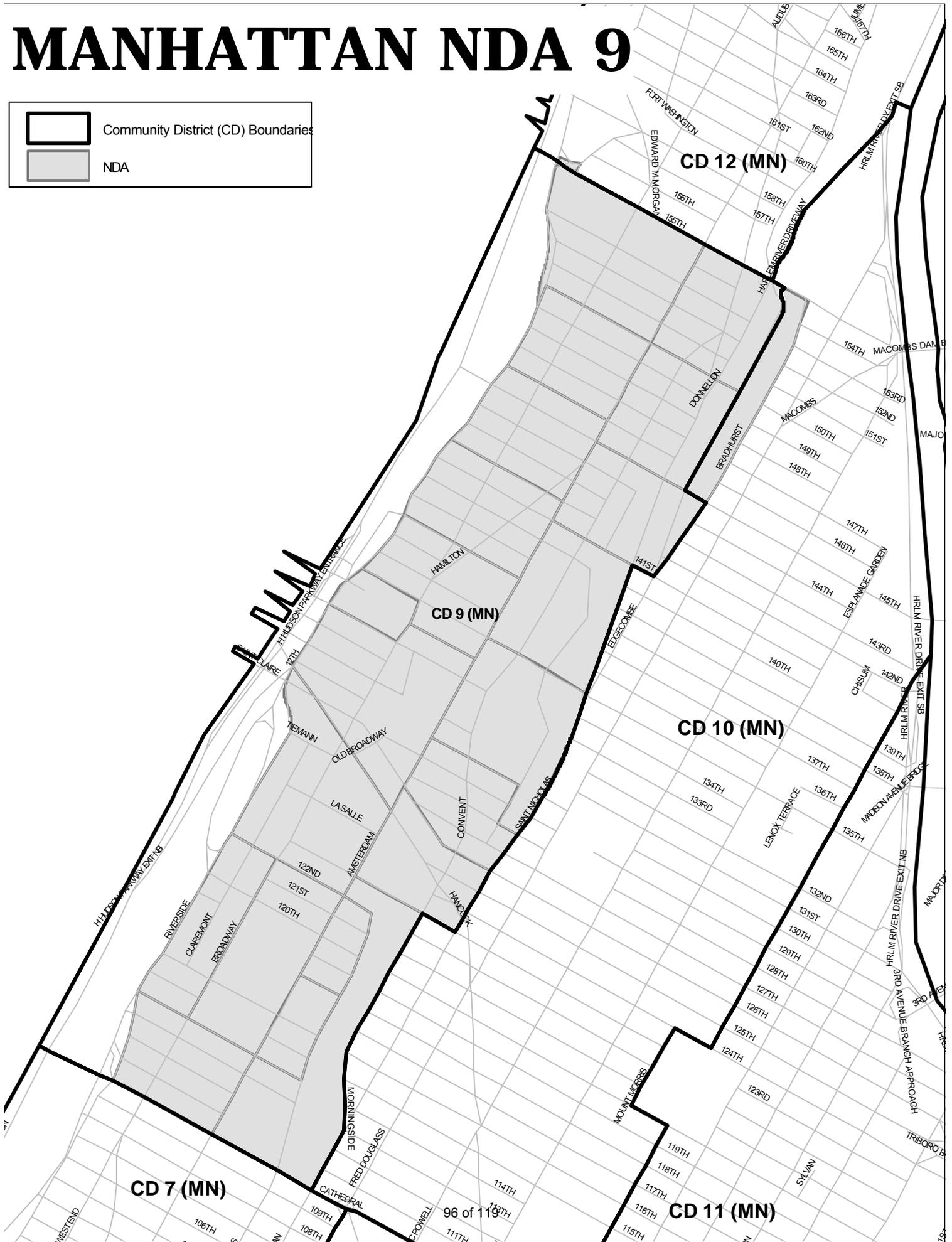
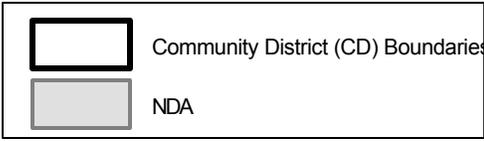


MANHATTAN NDA 11

Community District (CD) Boundaries
NDA



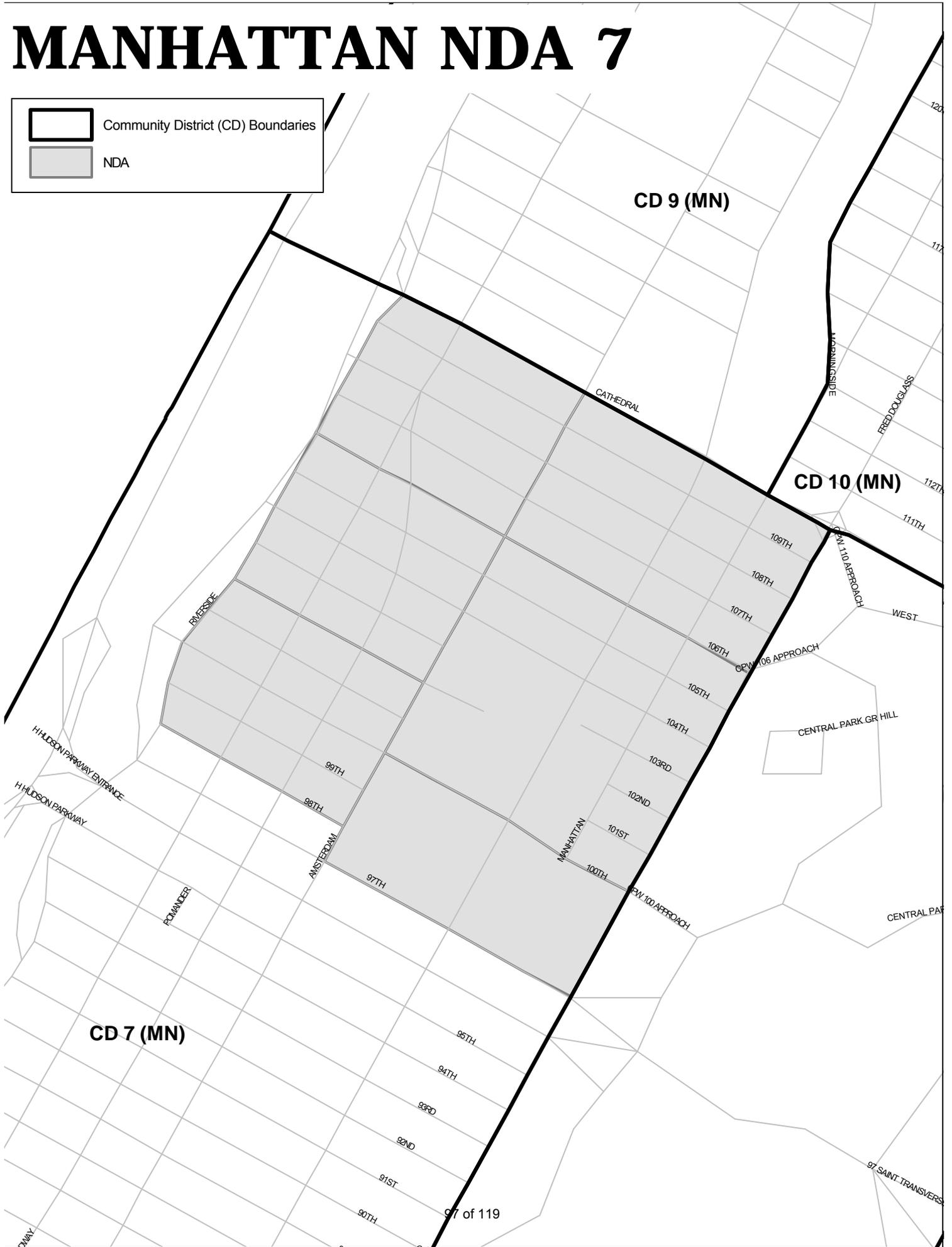
MANHATTAN NDA 9



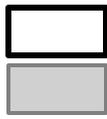
MANHATTAN NDA 7

Community District (CD) Boundaries

NDA

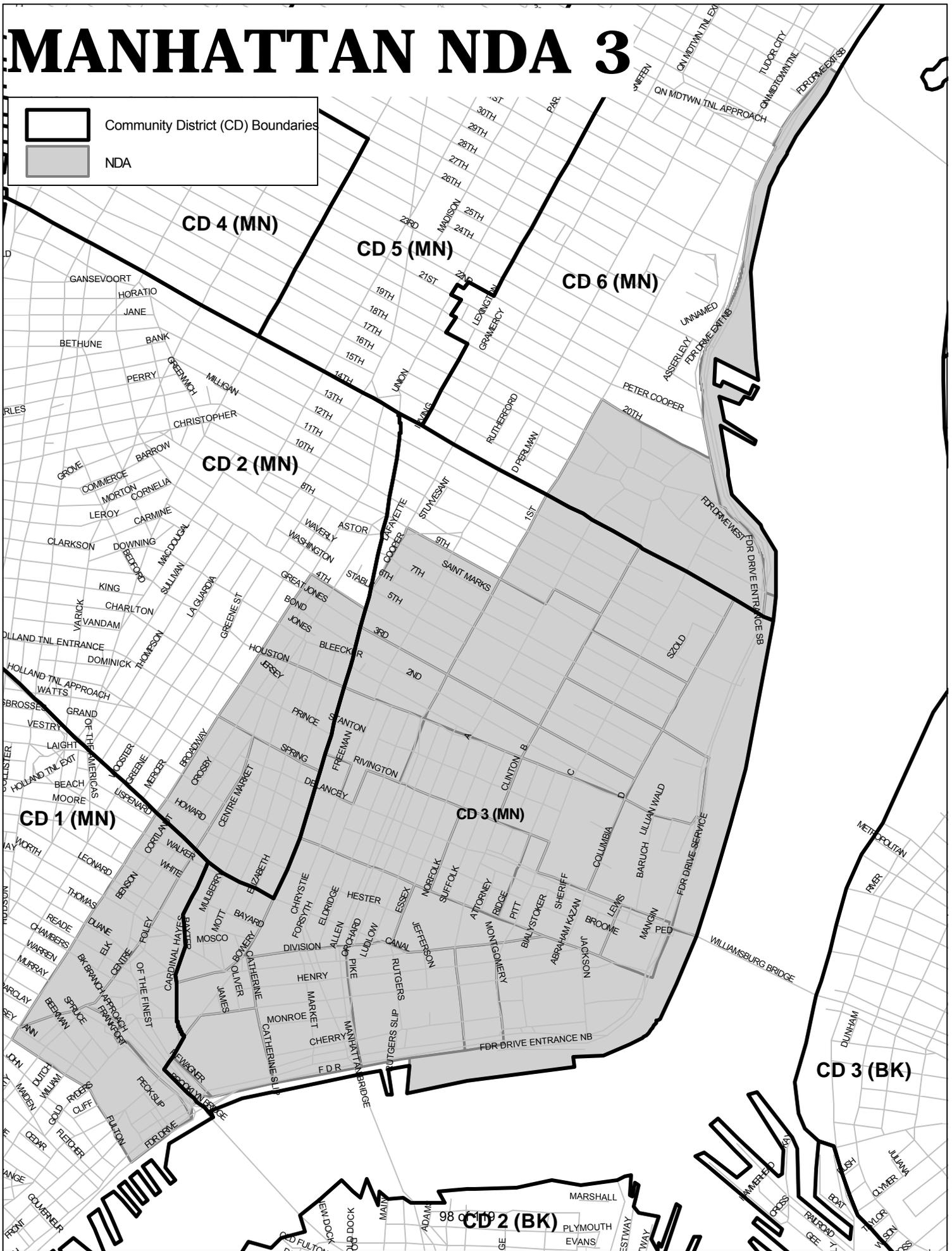


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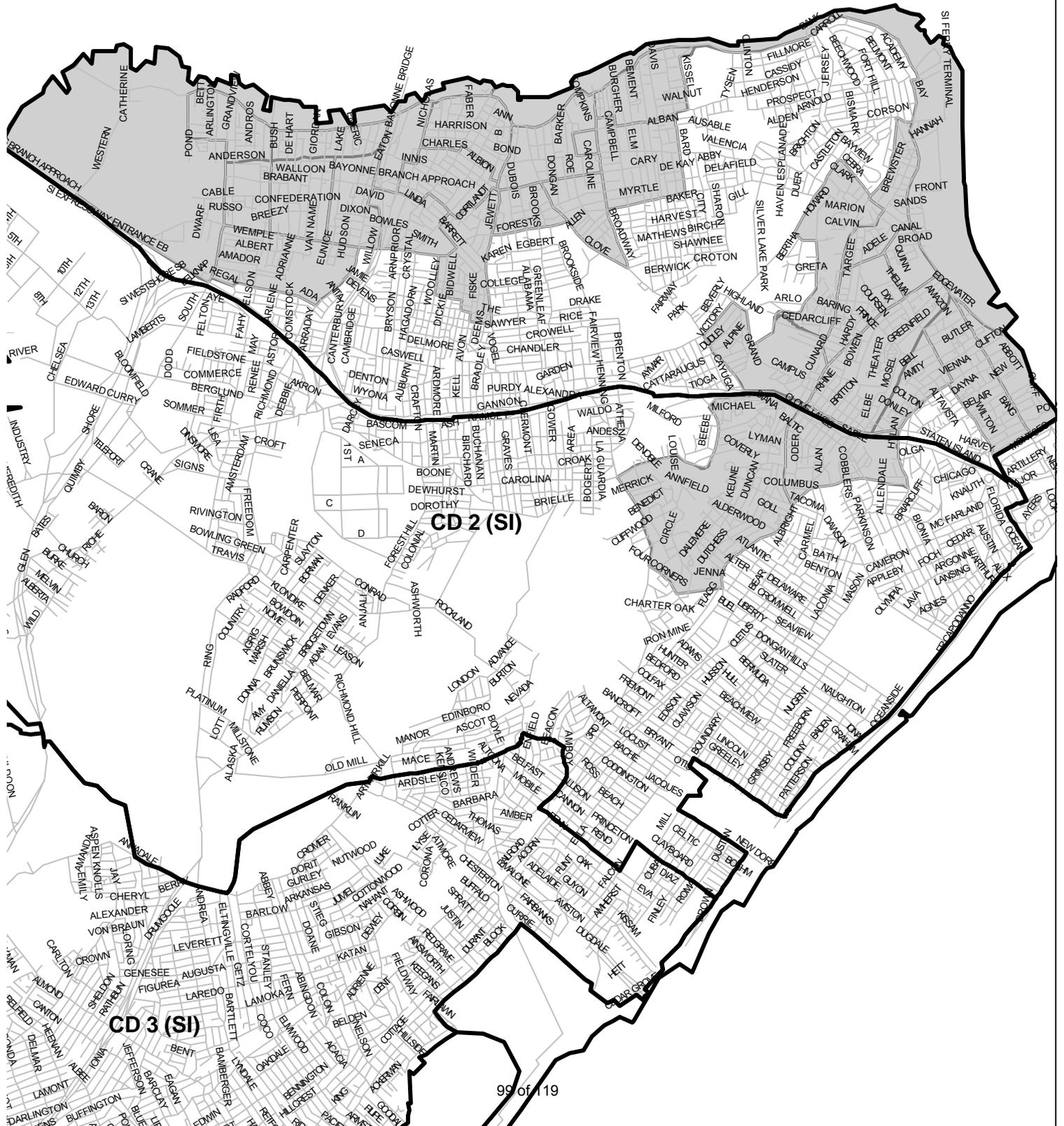
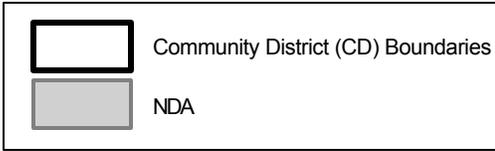


Community District (CD) Boundaries

NDA



STATEN ISLAND NDA 1



APPENDIX E

UNIT COST GUIDELINES

Program Area		Minimum/Maximum Annual Cost/ Participant
1.	Middle-School Youth	\$1300 - \$1600
2.	High-School-Aged Youth With incentive: With paid internship of at least 80 hours:	\$2000 - \$2200 \$2375 - \$2750
3.	Adult Literacy	\$94 - \$102/instructional hour
4.	Seniors	\$630 - \$765
5.	Housing	\$520 - \$635
6.	Immigrants	\$620 - \$760
7.	Healthy Families	\$675 - \$825**

*If full-time teachers are used \$8 may be added to the base instructional hour rate of \$94. If a teacher provides 700 instructional hours annually and is provided benefits (health insurance, sick leave, and annual leave), that teacher is considered full time.

**Cost per family unit

Proposal Summary Form

RFP TITLE: Neighborhood Development Area

PIN: 26009CSBGRFP

Organization: _____ EIN: _____

Address: _____

_____ City _____ State _____ Zip Code

Contact Name: _____ Title: _____

Contact Email: _____

Telephone: _____ Fax: _____

Proposed Service Area:			
Indicate one service area only and list the number of the proposed NDA			
<u>Check one</u>	Borough	NDA	Healthstat Proposal also submitted? Y/N
<input type="checkbox"/>	Bronx		
<input type="checkbox"/>	Brooklyn		
<input type="checkbox"/>	Manhattan		
<input type="checkbox"/>	Queens		
<input type="checkbox"/>	Staten Island		

Proposed Program Area:				
Indicate one program area only , list the annual number of participants served and cost per participant				
<u>Check one</u>	Program Area	DYCD Funding Request:	Participants To Be Served	Annual Cost Per Participant
<input type="checkbox"/>	Middle-School Youth	\$		\$
<input type="checkbox"/>	High-School Aged Youth	\$		\$
<input type="checkbox"/>	Adult Literacy	\$		\$
<input type="checkbox"/>	Seniors	\$		\$
<input type="checkbox"/>	Housing	\$		\$
<input type="checkbox"/>	Immigrants	\$		\$
<input type="checkbox"/>	Healthy Families	\$		\$

Please indicate the site address(es) for this proposed program:

Proposed Site 1: _____

Address: _____

_____ City State Zip Code

Proposed Site 2: _____

Address: _____

_____ City State Zip Code

Proposed Site 3: _____

Address: _____

_____ City State Zip Code

Proposer submitted additional proposals in response to this RFP? Yes No

If yes, what is the total number of participants to be served through all proposals? _____

Authorized Representative: _____ Title: _____

Signature: _____ Date: _____

CORPORATE GOVERNANCE CERTIFICATION**NDA RFP****PIN 26009CSBGRFP**

To enter into a contract with DYCD, each organization must certify that its organizational capability is sufficient to support the services it has contracted to provide. To certify, complete the form below, including the attached list of the members of the Board of Directors, with the name, title, address, telephone number, and e-mail address of each member.

I, _____, am the Chairperson of the Board of _____ (“Proposer”), a not-for-profit organization that has proposed to provide certain youth or community development services. I hereby certify that the Proposer:

1. Is governed by a Board of Directors, whose names and addresses are fully and accurately set forth on the attached list.
2. Maintains its corporate books and records, including minutes of each meeting, at the Proposer address stated on the Proposal Summary Form (Form 1 of this RFP).
3. Has held in the past 12 months _____ meetings of the Board of Directors at which a quorum was present.
4. Reviews, at least annually, at a meeting of the Board of Directors and has reviewed in the past 12 months each of the following topics:
 - a. Executive compensation
 - b. Internal controls, including financial controls
 - c. Audits
 - d. Program operations and outcomes.

Name of Organization (Print)

Name of Board Chairperson (Print)

Signature of Board Chairperson

Sworn to before me this _____ day of _____, 20__.

 NOTARY PUBLIC

SERVICE LEVEL FORM
(Twelve-month Period)

FORM 3

Agency Name _____ Program Area _____

Annual Funds Requested _____ Cost per Participant _____

Program Data

Start Date	End Date	# of Weeks/Year	Days of the Week	Hours of the Day	Total Annual Program Hours	Projected # of Participants to Be Enrolled	Average Daily Attendance

Activities and Frequency of Proposed Services (See Appendix B.)

Name of Planned Activity	Number of Weeks/ Year	Hours of the Day	Days of the Week	Average Daily Attendance

Outcomes: Agencies are required to report on one of the outcomes listed in the *Program Area Directory* (Appendix B). Agencies will use one or more of the indicators listed in the *Directory* to measure the outcome.*

Outcome	Indicator(s)	Number of Participants Who Will Achieve the Outcome	
		Number	Percentage

*With justification, agencies may select an indicator not listed in the *Directory*. Such an indicator would be subject to approval by DYCD.

SERVICE LEVEL FORM INSTRUCTIONS

Indicate agency name, program area, and annual amount of funds requested. Use Appendix E, Unit Cost Guidelines, to indicate cost/participant. Indicate start date and end date for the specific program, number of weeks the program will operate, days of the week the program will operate (e.g., Mon, Wed, Fri), hours of the day the program will operate (e.g., 9:00 a.m. – 5:00 p.m.), total annual program hours, projected number of participants to be enrolled, and projected average daily attendance.

ACTIVITIES AND FREQUENCY OF PROPOSED SERVICES: Select activities for the proposed program from the activities listed in the *Program Area Directory* (Appendix B). Specify the number of weeks the activity will operate, the hours of the day the activity will operate, and the days of the week the activity will be provided. Specify the average daily participation for the particular activity.

OUTCOMES: Choose one outcome from those listed in the *Program Area Directory* (Appendix B) for the proposed program area. Specify the indicator(s) that will be used to measure the outcome. The indicator(s) should be selected from those listed in the *Program Area Directory*. However, with appropriate justification in your narrative program design, you may name an indicator not listed in the *Directory*. Choice of an indicator not listed in the *Directory* would be subject to approval by DYCD.

Note: To enhance your program, you may choose any additional activities from the entire menu of the *Program Area Directory* (Appendix B). These activities should be justified in your narrative program design.

LINKAGE AGREEMENT FORM

Proposer: _____ PIN:
26009CSBGRFP

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

Pursuant to the proposal submitted by _____ in response to the Neighborhood Development _____ **(Proposer Organization)** Area Request for Proposals from the Department of Youth and Community Development, the proposer, if funded, will establish a programmatic linkage with _____ in the form and manner described below. **(Linked Organization)**

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

Proposer Organization:

Linked Organization:

Authorized Representative

Authorized Representative

Title

Title

Signature

Work Address

Date

Work Telephone Number

Signature

Date

**BUDGET FORMS
(12-month)**

FORM 5

PROPOSER _____ EIN _____

ADDRESS _____

FISCAL OFFICER _____ TEL. () _____

CATEGORIES	DYCD FUNDING REQUEST	CASH CONTRIBUTIONS	TOTAL PROGRAM COST
A. FULL TIME SALARIES & WAGES			
PART TIME SALARIES & WAGES			
B. FRINGE BENEFITS*			
TOTAL			
A. CONSULTANTS/CONTRACT SERVICES			
B. SUBCONTRACTED SERVICES			
C. STIPENDS			
TOTAL			
A. CONSUMABLE SUPPLIES			
B. EQUIPMENT PURCHASES			
C. EQUIPMENT OTHER			
D. SPACE RENTAL			
E. TRAVEL			
F. UTILITIES & TELEPHONE			
G. OTHER COSTS			
H. LIABILITY INSURANCE** (4.5% OF CONTRACT)			
I. FISCAL AGENT SERVICES			
TOTAL			
		GRAND TOTAL	

* FRINGE BENEFITS MUST BE BETWEEN 7.65% AND 30% OF TOTAL SALARIES PAID

**This item applies only if CBO buys into the Central Insurance Program

SALARIES AND WAGES SUPPORT SHEET

FULL TIME EMPLOYEES ONLY					
# of Positions	Position/Title	# of Months	Annual Salary	% Applied to DYCD	Total Annual DYCD Cost
Subtotal					
PART TIME EMPLOYEES ONLY*					
# of Positions	Position/Title	Hourly Rate	Total Hours for 12-month Period	Total Amount Part Time Staff	
Subtotal					
TOTAL BUDGETED SALARIES					

Note: Part time employees must work fewer than 35 hours per week.

BUDGET INSTRUCTIONS

The following are fiscal instructions for completing the Budget Form.

- Prepare a budget for a typical 12-month period.
- Indicate the official name of your organization and its address.
- The Fiscal Officer is the person responsible for preparing the budget for this contract, e.g., the comptroller, bookkeeper, and/or accountant. Please include the contact person's telephone number.
- Federal Employer Identification Number (EIN): Indicate the contractor's EIN. (DYCD will require an official IRS document reflecting the Federal Employer Identification Number before entering into contract with your organization.)
- DYCD Funding Request: Annual dollar amount proposer requests from DYCD for this solicitation.
- Cash Contributions: Any cash contributions applied to the program from other funding sources.
- Total Program Cost: Total of all cost categories listed, including DYCD Funding Request and Cash Contributions.

I. PERSONNEL SERVICES

A. SALARIES AND WAGES

Include all personnel, full-time (35 hours or more) and part-time (fewer than 35 hours), who will receive salaries from this program.

B. FRINGE BENEFITS

Fringe Benefits must include FICA, Unemployment Insurance, Workers' Compensation, Disability, and medical coverage as per your policies. **Total Fringe Benefits cannot exceed 30% of total salaries paid.**

II. CONSULTANT/CONTRACTED SERVICES

A. CONSULTANT/ CONTRACTED SERVICES

This is an agreement entered into with an independent individual or entity with professional and/or technical skills retained to perform services, tasks, or complete projects that cannot be conducted by program staff. A consultant cannot be a salaried employee.

B. CONTRACTED SERVICES

This is an agreement entered into with an entity to obtain a special service(s) for a specific period or fixed length of time. Examples of a service agreement are data processing services, contracted cleaning services, and accounting services.

C. SUBCONTRACTED SERVICES

Subcontracted Services are agreements entered into with a business entity to obtain special and/or specific services for a periodic or fixed length of time. The amount budgeted for subcontracting may not exceed 30 percent of the total proposed budget.

D. STIPENDS

Stipends are an incentive allowance **ONLY** for the benefit of program participants and clients.

III. OTHER THAN PERSONNEL SERVICES

A. CONSUMABLE SUPPLIES

This category relates to the purchase of supplies which are not lasting or permanent in nature. Consumable Supplies include office, program, and/or maintenance supplies.

B. EQUIPMENT PURCHASES

This category relates to equipment that is durable or permanent in nature, e.g., furniture, typewriters, calculators, telephones, computers, etc. All equipment and/or furniture purchased with DYCD funds are the property of the City of New York, DYCD. If and when the program is terminated, all such items will be returned to DYCD.

C. EQUIPMENT OTHER

This category includes the rental, lease, licensing fees, computer software, repair and maintenance of office/programmatic equipment utilized in the performance of the CBO's operation. Payment of equipment repairs and maintenance, including maintenance service contracts, are also to be charged to this category.

D. SPACE RENTAL

Space rental is all rent paid by a program for any and all sites utilized by this program. It includes all related charges associated with the use of the site, such as repairs and/or maintenance costs. Repairs are limited to minor repairs only. No renovations or construction project can be budgeted or paid for with program funds. After receiving an award letter, submit a copy of your lease and/or month-to-month rental agreement when applicable. All programs must submit a cost allocation plan reflecting how DYCD's portion of rent payment is determined.

E. TRAVEL

This category relates to local travel (i.e., bus and subway fares) by the employees of the program to and from sites which are being used for day-to-day operations. This category should include any expeditions for employees using their personal automobile for business. ***The maximum reimbursable amount is \$0.35 per mile plus tolls.*** Charge expenses for business-owned vehicles supporting this program to this account, e.g., car maintenance, gasoline, tolls, and insurance. Business owned vehicles must be co-insured by the City of New York. ***Parking violations are not legitimate expenses and therefore***

must not be budgeted nor paid for with program funds. Cars and vans cannot be purchased or rented with DYCD funds.

F. UTILITIES AND TELEPHONE

This category includes telephone and utilities costs.

G. OTHER COSTS

This category includes all other operating costs, such as printing, postage, admissions, publications, bank charges, subscription costs. This category also includes general liability insurance for CBOs not in the Central Insurance Program. Other costs are Internet fees and wiring. Also included are participant costs – costs associated with or for the benefit of program participants – such as refreshments, entrance fees, awards, T-shirts, trip costs, etc.

H. LIABILITY INSURANCE*

This category relates to general liability insurance paid by the Central Insurance Program. **Proposers without liability insurance must purchase coverage from DYCD's Central Insurance Program, which includes General Liability, Special Accident, Property Insurance (Equipment), Workers' Compensation, and Disability, at a cost of 4.5% of the total budget and each amendment thereafter.**

*** If CBO joins the Central Insurance Program**

I. FISCAL AGENT SERVICES

All CBOs now have the option of buying accounting services from the Fiscal Agent. The following is a brief description of the types of services offered by the Fiscal Agent.

- Establish financial records
- Maintain and report on available contractor's budget balance
- Verify invoices
- Provide payroll services and personnel reporting
- Ensure the timely filing and payment of employment related taxes
- Ensure that accounts payable and ledger system and activities are in accordance with generally accepted accounting practices and procedures
- Filing of federal tax forms 941 and 941B
- Preparation of W2s, W3s, and 1099s

Fiscal Agent Services will be charged to your total budget in accordance with the scale indicated below:

Contract Dollar Value	Fiscal Agent Service Fees
\$50,000	\$3,500
\$50,001-\$100,000	\$5,100
\$100,001-\$250,000	\$7,100
Over \$250,000	\$10,000

Note: A contractor that chooses to utilize the services of the Fiscal Agent must have all of its DYCD contracts administered by the Fiscal Agent.

**CERTIFICATION REGARDING SUBSTANTIATED CASES OF
CLIENT ABUSE OR NEGLECT**

NDA RFP

PIN 26009CSBGRFP

The City requires each organization with which it contracts for the provision of human client services to: 1) certify that no substantiated case of client abuse or neglect by any employee of the organization (including a foster parent, if applicable) occurred during the latest 12 month period; OR 2) disclose each such substantiated case and provide a brief description of the case, the date of occurrence, the level of severity, and the case disposition, including an explanation of the action taken against the offender(s) and, if applicable, the organization. Complete the form below to certify, or disclose, as applicable.

- This is to certify that no substantiated case of client abuse or neglect by any employee (including foster parents) of the organization named below has occurred during the latest 12 month period.

- This is to disclose that ___ case(s) of client abuse or neglect by an employee(s) of the organization named below was/were substantiated as having occurred during the latest 12-month period. An attachment to this form provides for each substantiated case: a brief description of the case, the date of occurrence, level of severity, and the case disposition, including an explanation of the action taken against the offender(s) and, if applicable, the organization.

Name of Organization (Print):

Name of Authorized Representative (Print):

Title of Authorized Representative (Print):

Signature of Authorized Representative _____

Date / /

FORM 7

DOING BUSINESS DATA FORM

NDA RFP

PIN: 26009CSBGRFP



Doing Business Data Form

To be completed by the City Agency prior to distribution			
Agency: _____		Transaction ID: _____	
Check One:	Transaction Type (check one):		
<input type="checkbox"/> Proposal	<input type="checkbox"/> Concession	<input type="checkbox"/> Contract	<input type="checkbox"/> Economic Development Agreement
<input type="checkbox"/> Award	<input type="checkbox"/> Franchise	<input type="checkbox"/> Grant	<input type="checkbox"/> Pension Investment Contract

Any entity receiving, applying for or proposing on an award or agreement must complete a Doing Business Data Form (see Q&A sheet for more information). Please either type responses directly into this fillable form or print answers by hand in black ink, and be sure to fill out the certification box on the last page. **Submission of a complete and accurate form is required for a proposal to be considered responsive or for any entity to receive an award or enter into an agreement.**

This Data Form requires information to be provided on principal officers, owners and senior managers. The name, employer and title of each person identified on the Data Form will be included in a public database of people who do business with the City of New York; no other information reported on this form will be disclosed to the public. **This Data Form is not related to the City's VENDEX requirements.**

Please return the completed Data Form to the City Agency that supplied it. Please contact the Doing Business Accountability Project at DoingBusiness@cityhall.nyc.gov or 212-788-8104 with any questions regarding this Data Form. Thank you for your cooperation.

Section 1: Entity Information

Entity Name: _____

Entity EIN/TIN: _____

Entity Filing Status (select one):

- Entity has never completed a Doing Business Data Form. *Fill out the entire form.*
- Change from previous Data Form dated _____. *Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.*
- No Change from previous Data Form dated _____. *Skip to the bottom of the last page.*

Entity is a Non-Profit: Yes No

Entity Type: Corporation (any type) Joint Venture LLC Partnership (any type)
 Sole Proprietor Other (specify): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone : _____ Fax : _____

E-mail: _____

Provide your e-mail address and/or fax number in order to receive notices regarding this form by e-mail or fax.

Section 2: Principal Officers

Please fill in the required identification information for each officer listed below. If the entity has no such officer or its equivalent, please check "This position does not exist." If the entity is filing a Change Form and the person listed is replacing someone who was previously disclosed, please check "This person replaced..." and fill in the name of the person being replaced so his/her name can be removed from the *Doing Business Database*, and indicate the date that the change became effective.

Chief Executive Officer (CEO) or equivalent officer This position does not exist

The highest ranking officer or manager, such as the President, Executive Director, Sole Proprietor or Chairperson of the Board.

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

 This person replaced former CEO: _____ on date: _____**Chief Financial Officer (CFO) or equivalent officer** This position does not exist

The highest ranking financial officer, such as the Treasurer, Comptroller, Financial Director or VP for Finance.

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

 This person replaced former CFO: _____ on date: _____**Chief Operating Officer (COO) or equivalent officer** This position does not exist

The highest ranking operational officer, such as the Chief Planning Officer, Director of Operations or VP for Operations.

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

 This person replaced former COO: _____ on date: _____

Section 3: Principal Owners

Please fill in the required identification information for all individuals who, through stock shares, partnership agreements or other means, **own or control 10% or more of the entity**. If no individual owners exist, please check the appropriate box to indicate why and skip to the next page. If the entity is owned by other companies, those companies do **not** need to be listed. If an owner was identified on the previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list any individuals who are no longer owners at the bottom of this page. If more space is needed, attach additional pages labeled "Additional Owners."

There are no owners listed because (select one):

- The entity is not-for-profit
- There are no individual owners
- No individual owner holds 10% or more shares in the entity
- Other (explain): _____

Principal Owners (who own or control 10% or more of the entity):

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

Remove the following previously-reported Principal Owners:

Name: _____ Removal Date: _____

Name: _____ Removal Date: _____

Name: _____ Removal Date: _____

Section 4: Senior Managers

Please fill in the required identification information for all senior managers who oversee any of the entity's relevant transactions with the City (e.g., contract managers if this form is for a contract award/proposal, grant managers if for a grant, etc.). Senior managers include anyone who, either by title or duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any transaction with the City. **At least one senior manager must be listed, or the Data Form will be considered incomplete.** If a senior manager has been identified on a previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list individuals who are no longer senior managers at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Senior Managers."

Senior Managers:

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

Remove the following previously-reported Senior Managers:

Name: _____ Removal Date: _____

Name: _____ Removal Date: _____

Certification

I certify that the information submitted on these four pages and _____ additional pages is accurate and complete. I understand that willful or fraudulent submission of a materially false statement may result in the entity being found non-responsible and therefore denied future City awards.

Name: _____

Signature: _____ Date: _____

Entity Name: _____

Title: _____ Work Phone #: _____

Return the completed Data Form to the agency that supplied it.

For information or assistance, call the Doing Business Accountability Project at 212-788-8104.



ACKNOWLEDGEMENT OF ADDENDA

Proposer: _____ **PIN: 260009CSBGRFP**

Proposed Service Area (Check the appropriate borough and list the number of the proposed NDA.)

- Bronx Brooklyn Manhattan Queens Staten Island

NDA _____

DIRECTIONS: COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.

PART I: Listed below are the dates of issuance for each addendum received in connection with this RFP:

ADDENDUM #1 DATED: _____, 20__

ADDENDUM #2 DATED: _____, 20__

ADDENDUM #3 DATED: _____, 20__

ADDENDUM #4 DATED: _____, 20__

ADDENDUM #5 DATED: _____, 20__

ADDENDUM #6 DATED: _____, 20__

ADDENDUM #7 DATED: _____, 20__

PART II: _____ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

DATE ____/____/____

PROPOSER CONTACT (NAME): _____

(SIGNATURE): _____