Instructions for completing Exhibit A-1 – Designated Program Services Workscope

Please be sure to read the Requirements for All Designate Program Services as it contains terms your organization must abide by under this contract. Each section of the Exhibit A-1 must be fully completed in order for your contract to be accepted.

Designated Program Services Overview (page 1)
You must complete this form providing the program name, program contact person with telephone and e-mail address and the site address the program is run at.
- If your program operates at multiple sites, you must detail each site address
- If your organization runs multiple programs funded in whole or in part by City Council Discretionary Funds, you must complete one (1) Overview for each program
- You must indicate whether the program services you are providing are Community Board, Council District, Borough or Citywide in scope
- You must select each program area that applies to the program(s) your organization is offering

Summary of Designated Program Services (page 2)
You must complete one (1) Summary of Designated Program Services for each program your organization operates that will be funded in whole or in part by City Council Discretionary Funds.
Please note: The program services your organization provides must match the purpose of funds for your discretionary allocation as detailed by City Council in the Schedule C or subsequent Transparency Resolution.
- You must indicate the number of participants/clients served by your program(s)
- You must fully detail and explain the activities/services your program(s) will provide including hours and dates of operation and location. Please be sure to distinguish between office hours and program hours of operation
- You must detail and explain how the discretionary funds will be used by your program(s)

Enrollment and Activity Schedules (page 3)
You must complete one (1) Schedule for each program your organization operates that will be funded in whole or in part by City Council Discretionary Funds. The information you provide in this section must correlate with the information provided in the Summary of Designated Program Services.
- Demographics – You must provide a demographic breakdown of the participants to be served by your program(s) according to ethnicity, age, geographic location and gender
- Schedule – You must provide the dates your program is in operation (from when, until when), the days of the week your program is offered and the hours of the day. As above, please distinguish between office hours and program hours of operation
Please Note: School Day programs serving school age children are not permitted - Enrollment Plan – You must provide a breakdown of the number of participants your program will serve for each quarter of the fiscal year. The total number should match the number of participants indicated in the Summary of Designated Program Services.
- One Time Events – If your program offers single or multiple one-time events in lieu of or in conjunction with regularly scheduled dates of operation, you must detail the dates, times, locations and number of participants expected for each such event.

If you have any questions or need any assistance please contact your Contract Specialist or e-mail discretionary@dycd.nyc.gov .