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In the Matter of

DEPARTMENT OF YOUTH & COMMUNITY DEVELOPMENT

NEIGHBORHOOD DEVELOPMENT AREAS (NDAs)  
PRE-PROPOSAL CONFERENCE

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Department of Youth & Community Development  
156 William Street, 2nd Floor  
New York, New York 10038

October 2, 2014  
10:09 a.m.

Transcript of Proceedings

Reported By:

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A P P E A R A N C E S:

WENDY JOHNSON, Deputy Agency Chief Contracting  
Officer for Department of Youth & Community  
Development

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Accelerator

ROBERT FRENZEL-BERRA, Administrative Staff Analyst

RYAN MURRAY, HHS Accelerator, Mayor's Office

MICHAEL BOBBIT, DYCD, Assistant Commissioner for  
Community Development Programs

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DYCD - 10/2/14

MS. JOHNSON: Good morning, everyone. We're going to get started. My name is Wendy Johnson, Deputy ACCO of the Department of Youth and Community Development. Today is a pre-proposal conference for the Neighborhood Development Areas, the RFP that was released on September 5th, 2014. There were seven RFPs that covered the following subject areas: Educational support for high school use, support service for healthy families, support services for seniors, support services for immigrants, support services for housing, opportunity youth, supported work experience and adult literacy.

The purpose of this conference is to give you guys an overview of the RFPs and allow you to ask us any questions. If at any time after this conference you have any further questions, you can contact us at [rfpquestions@dycd.nyc.gov](mailto:rfpquestions@dycd.nyc.gov), no later than October 7th to allow us ample time to respond.

All RFPs are due by 2:00 p.m.

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October 14th, and must be submitted through HHS Accelerator.

Let me take this time to introduce our panel. We have Ryan Murray, HHS; Jennifer Sorel, HHS; Mike Bobbit, DYCD, Assistant Commissioner for Community Development Programs; and Robert Frenzel-Berra, DYCD, Director of Research and Program.

Lastly, I ask that you hold your questions till the end of the panel's presentations and then I will open the floor for questions.

We're going to get started with Jennifer Sorel, HHS Accelerator.

MS. SOREL: Good morning. I'm Jennifer Sorel with the Mayor's Office of Operations.

So HHS Accelerator is a centralized team. We're here to support you through this process and we have different components as a part of this system. The one's we'll be touching on today are pre-qualification and proposing.

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HHS Accelerator was launched to simplify the procurement process and to eliminate the redundancy of submitting the same documents over and over again to agencies. All agencies publish all RFPs through the system for Health and Human Services, and you need to be pre-qualified before you propose. So we want to make sure that you are pre-qualified before the 14th so that you can submit your proposal online.

All questions about HHS Accelerator should be directed to [info@hhsaccelerator.nyc.gov](mailto:info@hhsaccelerator.nyc.gov). And these would be technical questions, like struggling to upload a document, or I can't click submit; not content related questions.

This is a functional layout of the system, and like I mentioned earlier, we'll be focusing on, you know, proposing and getting your submissions in. This is what your homepage looks like when you log in. It operates on a tab-base system so across

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the top you can see the tabs and that's how you would access the different components of the system. To access the procurements, you would click on the procurements tab and then you would utilize the filter drop down. You can click on a button to see eligible to propose, the service required. You have a variety of filtering options here. You can see planned or released, proposals received, selections made, or you can filter by agency.

This is the procurement summary that you can see even if you're not pre-qualified and you're not eligible to propose. You can also see this on our public-basing website. This just gives you a description of the RFP so you can determine if the RFP is something you want to pursue.

The next tab over is services and providers. Here you can see what services are required to be pre-qualified in so that you can propose for the RFP. You can also get a list of providers that are

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pre-qualified for the RFP and that might come in handy for your linkage agreement. If you need to find a provider that provides a service that you don't provide, you can come here and filter on the service required and get a list of providers. When you click on the hyperlink, you'll get the name of a contact and a phone number.

The next tab over are the RFP documents. So this is where you would find all documents for the RFP and any addenda that are released will be published here. So it's important if you've already started working on your proposal that you come back to this and you make sure you are aware if there are any addendum released.

The last tab is tab 4, the proposal summary. This is where you would add your proposal when you're eligible to propose. You would click the add new proposal button and you would be brought to this page, and you would update the details and answer the questions here. The one thing that is new starting August 25th is you have the added

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use of competition pools, so the NDA's have various competition pools based on geography. So you want to make sure that you select the correct NDA that corresponds to the competition pool that also corresponds to your site location. So all of those need to match. And the NDA competition pool breakdown is in the RFP documents. So this is something that can't really be undone later, so you want to make sure that all three are correct and they all align.

Also, just a note, since HHS Accelerator has been up for about a year, you want to make sure the content that you select from the drop down has an accurate e-mail address and an accurate phone, and it's not somebody who has left or that has moved because if we need to get in contact with you about your proposal, this is the information that we're going to use and it usually requires a quick turn around.

The next tab underneath proposal summary is proposal documents. This is

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where you would upload all required documents and any optional documents. The maximum allowed limit for each document named and each document listed is 12 megabytes, so you have ample room for each attachment.

The last tab is to submit the proposal. You can only access this tab if you're a level two user. So if you don't see this tab and you've uploaded everything and answered all the questions, that could be because you're a level one user only. So you just want to be aware of that when it gets close to submission time that you have the person that needs the right access that's here to submit. You would check off the boxes and sign in with your user name and your password, and that acts as your e-signature upon submission. We suggest that you do this about a day before the due date so if you encounter any technical problems we can help you and get you in on time.

So this is what the summary looks

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like once you've submitted. You can see under status it says submitted. If the status there said draft, nobody has received your proposal and it's -- you know, we're not going to review -- or DYCD is not going to review it. So you want to make sure that says submitted. If at any time before the due date and time you want to update your proposal, you can retract it, make any changes and submit it again. Only a level two user can do that and you can do that up until the due date and time of the proposal.

This is our public-basing website and here you can find links to trainings and resources, such as guides and videos about how to submit your proposal and our website. So if you have any questions, again, our website is [www.nyc.gov/hhsaccelerator](http://www.nyc.gov/hhsaccelerator), and our e-mail is [info@hhsaccelerator.nyc.gov](mailto:info@hhsaccelerator.nyc.gov). Thank you.

MS. JOHNSON: Thank you, Jennifer.

Mike Bobbit with the program overview.

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MR. BOBBIT: Thank you.

Thank you for your interest in the NDA RFP. So as a reminder and for context, DYCD is a community action Agency for the City of New York and as such, receives federal community services block grant funds, CSBG funds, to mount an array of anti-poverty initiatives and strategies. The largest among those is the neighborhood development areas initiative. As is explained in the RFP, the neighborhood development areas were targeted through use of City Planning data to focus on low income high-needs communities.

As my colleague Wendy pointed out, there are seven separate competitions for the RFP: Senior services, housing services, healthy families programs, adult literacy, immigrant services, NDA educational support for high school youth who are in school, and NDA opportunity youth supportive work experience, supportive work which is part-time employment opportunity and job training for

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adolescents.

Again, for context, all community action agencies including DYCD are expected to adhere to results or in good management and accountability principles, and we will have that same expectation of the delegate agencies who successfully applied or who are awarded. So just to review a few of those things, they are baked into and reflected in the RFP, but to draw them out for this audience: Result or any management principles including assessing poverty needs and conditions of the community. We've done that by virtue of the needs assessment and so as you review the particular RFPs you're here for, you will know that the individual neighborhood development areas voted and prioritized which program areas should be funded. So as my colleague Jennifer pointed out, please pay attention in responding, making sure that you are applying to the appropriate NDA correspondence to what you propose to do -- the services that you

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propose to provide.

With regard to identifying specific results and organizing and implementing program plans and services to achieve these results, successful proposers will enter participant data including various demographics as well as outcome data, and progress case management notes progress to those outcomes. That's one of the expectations of proposers. The principles we expect and that should be reflected in your proposals, strategies that show that you do demonstrate the efficacy of your work and will commit to doing so as part of the program.

With regard to the national goals, as you review the proposals, I'm sure people are here for different reasons, you'll find most work may fall either under goal one using example: Let's say an adolescent, adult literacy or high school educational support programs helping out low income individuals become more self-sufficient, you may look at say a

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healthy families program that may work with individuals and families to help strength and stabilize those families. So you will reflect that in the narrative of your proposal of your commitment to do so.

I'm going to speak briefly about some common program expectations that for the most part were cut across the seven of the RFPs. So DYCD's expectation is you will employ in assets of strength-based approach. We recognize a lot of human service deliveries based on the deficit model. We don't expect you to help throw people in situations, rather that you will engage your program participates who may have immediate presenting needs and other needs, help them device strategies, solve those problems and develop their own capacity, you know, for problem solving or facing such challenges in the future.

Successful prior experience: My colleague who will follow me, Bob may get into more of the details of this, but I want to remind you each of the seven RFP

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details, what we mean specifically for successful prior experience. But the general expectation is that you will have some track record of serving the target population providing similar services.

References made to the case management standards toolkit: Five of the seven program areas have an expectation that you will have case managers and use case management standards in keeping with the toolkit. For your reference, if you go to [nyc.gov/dycd](http://nyc.gov/dycd), you can see the toolkit there. It gives helpful standards, tools as you would expect that embody proper case management. Your agency may have its own methodology, but this is a helpful reference for you. The two exceptions would be adult literacy, we don't have that expectation. And although there's a general expectation that you're helping refer participants to services throughout, but in terms of the routinization of that. And for our educational support high school youth, which in the RFP mentions a

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counselor advocate, the expectation is that the counselor advocate would play a somewhat similar role, although the intervals might be longer than you might expect that are common case management program.

I want to remind proposers of the neighborhood focus. The particular NDA has an expectation that participants residing in the NDA will be served, so you must demonstrate as part of your proposal that at least 80 percent, at least 80 percent of the participants who will be part of the program will reside within the NDA. So you should show your outreach or attention strategies to achieve that goal.

Linkages and referrals: There's an expectation across all seven of the RFPs that although you may not provide and are not expected to provide every service that a participant may require, you are in a position to helpfully refer them to the other services that they may need. And there are some specifics: For instance, if

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you are here for the healthy families proposal, you will see the expectation is you will present at least seven distinctly different linkages. That's an illustration that you're prepared to help participants who may present with very different kinds of needs.

Data reporting: I referenced that earlier. DYCD makes available a web-based data system we call "Capricorn". You will enter your data in there. Each program area has at least one required outcome that your participants may recognize, other outcomes that we track and report to the New York City Department of State as well as to the Federal Government, HHS. So you will use a system to report your participant's progress. Certainly you would want to capture the breath of benefits, they'd enjoy it, through your support with you participating in your program.

Attendance at DYCD provider meetings: To review best practices, make

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sure that there is information sharing  
other linkages that sometimes can be  
introduced. So you would make staff  
available to participate in those.

As far as reasonable enrollment and  
outcome targets, if you review -- as you  
review your individual RFPs, you'll see we  
may have set anticipated case load sizes,  
so at any moment in time a snapshot of your  
program should reflect that you'll serve a  
round about number of program participants  
at one time that we've indicated. You will  
project annual enrollment and outcome  
targets, and we ask that you -- that you  
follow those ranges. Those are informed by  
the prior successful participants of  
programs under the cohort. So, you know,  
we don't ask or expect, you don't get  
Brownie points for proposing that, you know,  
99.9 percent of everyone that enters the  
program is going to achieve all the goals.  
So don't feel compelled to do so.

So, thank you. I'm available  
afterwards for your questions.

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MS. JOHNSON: Thank you, Mike.

Now we have Robert Frenzel-Berra to discuss the structured proposal form and program expectations.

MR. FRENZEL-BERRA: Thank you. Good morning. I'm just going to go over the content of the RFP itself, just make some remarks on it to bring to your attention some aspects which may be of interest, or if you're new to the applying to NDA, it has some unique features in it.

The program expectation section is -- sets out what we believe a particular program you're going to apply to should contain as far as a model and some parameters. And there then is attachment: "G", which is called the structured proposal form. That's what you'll use as a guide when you put your proposal together. It's that attachment that you'll work with. And I just want to point out that it follows very closely what our expectations are for the program and we ask you to address how you're going to create a

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program that meets all of our expectations and requirements.

I also want to alert you to the fact that in a soon to be released addendum, we're going to post revised structured proposal form, attachment "G", and those are the ones you should use when you write your proposal. So be on the look out for those.

In the program expectation section, we tell you what the experience requirements are for both the organization that's proposing and the key staff that you will be proposing for your program. And the key staff refers to the program staff, not to the central organization's staff.

In the staffing section, we'll tell you what the required qualifications and certifications are, if any, for the key staff in that particular program area. And in the program services section, you'll notice that we divided activities into core activities and support activities. The core activities are labeled and they are

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the activities that the program must have in your proposed program. And then the support activities are those activities that would enrich and support the program and help participants reach their goals. And often we require you to select one from a menu of support activities. The activities themselves are expanded and defined in an attachment, attachment "E". It's called the program activity definitions.

With respect to outcomes and achievement rates for outcomes, those are listed in the program expectation section and we will state the number of outcomes to be tracked and what the rate of achievement is for the outcomes. I want to note that in the opportunity youth area, we state the outcomes as a percent of participants who will complete the program, but we don't give guidance as to what our expectations are on the percent of participants who complete the program, which is a centralized reference point to the outcome

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statements. So we're going to address that in the addendum. Be on the look out for it. So if you notice it's missing, we have too and we're going to address that.

Linkages: Linkages are expected with your proposals and there's a form for you to use in documenting the agreement with another organization that will bring enrichment to the program that you're proposing.

The other point I wanted to make is about opportunity youth again. We state a price per participant and it includes both what the portion that will be contracted out to the proposer organization and a portion that will be withheld by DYCD to cover the wages and the taxes and related expenses for participants who, if you're planning to propose in this program area, you'll know that there's a required paid work component to that for participants, and DYCD will be handling the payment to those participants for their work. And so the price per participant that we state in

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the RFP has a portion that will be withheld by DYCD and a portion that will be given to the contractors to use for administration of the program. And that -- this point will be clarified in the addendum as well. Okay.

I think that's all I have.

MS. JOHNSON: Thank you.

Now that our panel's presentation has completed, we ask that if you have any questions, line up to the microphone, state your name, the name of your organization and the RFP that you're referencing, and page number, if possible.

MR. NDURE: Good morning. My name is Ebrahim Ndure. I am from Highbridge Islamic Center, and my question is about the immigrant services, the price you pay for the participants, price per participants. I think that's very low for the service you're asking for. You say that you will pay from 7 to \$800, but the going rate for this program if you look at USCIS, they are paying \$1,200 -- \$1,250 per

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participant. DYCD wants to only pay maximum \$800. If you look at -- if you want to calculate legal service provider fee and citizen instructor's fee, and also you are asking for a case management, to hire a case management for each participant -- to take care of the participants, that's -- in your opinion, there's nothing for that. So I'm kindly asking that if you can look into that and look at what the USCIS is paying and the fair market value for the services, at least to increase the price to \$1,000. Thank you.

MS. NGUYEN: Hi. I'm Kristy Nyuyen --

MS. JOHNSON: One second, please. Panel, would you like to respond?

MR. BOBBIT: I'd thank the gentleman for his comment.

MS. NGUYEN: Hi. My name is Kristy Nguyen from Working in Support of Education. My question is regarding the educational support for high school youth.

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I just wanted to clarify in the linkage agreements, do the linkage organizations also have to be approved or was it pre-qualified by DYCD as a City Agency?

MR. BOBBIT: No, they do not.

MR. SMALL: Good morning. Ken Small, Bronx Works. I have three short general questions.

One is with regards to all the per capita rates. Will there be any consideration in terms of inflation adjustment? When I went back and looked at the per capita rates for all the programs, it looks like there hasn't been a change since 2008, and if we're looking at contracts that are going to be going for three or six years, by the time we're into year six or so, basically the value is going to be half of what they were years ago.

Second question is who will be reading the NDA applications? Will it be NDA members, will be be DYCD staff, will it be other folk? And the third question

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relates to linkage agreements with government agencies. Often times some of your sister government agencies have very elaborate processes when it comes to getting linkage agreements and that can be very time consuming. They also have formats of their own that they also suggest in terms of linkage agreements. Those are my questions.

MR. BOBBIT: With regard to the first point, actually point of fact the per participant -- the price per participant actually was raised for, I think all the program areas. I know that consideration, thought was given to it. We will review as, you know, per the previous gentleman's, you know, comment that we have considered the difference between today's reality and the last time the RFP was issued. My editorial comment is we will not necessarily expect that this cohort of contracts will be for the next six years.

With regard to the third point, and I defer to Wendy for the second one, but

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I'll move to the third one, but linkages, I think if you review the language in the RFP and you reflect on the prior comment, linkage partners can include other 501 (c) (3) organizations. We have the linkage form available for you, but we did make clear the expectation that you will try to make inroads including with various other City initiatives, which the present performance of the portfolio shows those linkages are important and those linkages are encouraged. And so as we know we are working with the current organizations to have those relationships, we will expect you to enter into them.

So a competitive proposer will have demonstrated they have already begun to do so or are poised to do so. And I defer to Wendy.

MS. JOHNSON: So for question two about the readers, there will be a minimum of three DYCD readers. We have also opened the opportunity for NDA and DYCD readers at this moment. So for sure there is a

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minimum of three experienced DYCD readers.

MR. FRENZEL-BERRA: I just want to add a comment about linkages. The question was asked about whether other forms could be used and the answer is no, that we want to see the linkage agreement.

SISTER MARGARET: My name is Sister Margaret and I'm from Tolentine Zeiser in the Bronx, New York. I'm NDA 7 and I'm just asking to reconsider immigration for that NDA because we have been doing that work in that NDA for over 25 years and I was never aware of any meetings that the NDA had to go to speak for the needs because we have always done it every year. So I'm asking, I'm begging if you would please reconsider that in your NDA allotments, if you can. I don't know.

We're not close to NDA 4 and NDA 5, I believe. They're the ones that got the allotment for immigration and we didn't. I'm just questioning why. That's all.

MR. BOBBIT: The RFP file is in needs assessment and the needs assessment

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as I briefly referenced in my comment was supported by data from the City Planning Department, you know, to be in good set in keeping with the aims and expectations of CSBG services. We have targeted -- how do I put this most distinctly -- we are targeting low income communities, right. So those who have been with the portfolio historically knew we targeted neighborhoods that had a minimum of 30 percent participants at the Federal poverty level or below. We actually reduced the threshold to 20 percent in an effort to try to be participatory and try to be inclusive, and this is the result from the 42 neighborhood development areas that are going to receive funding.

MS. JOHNSON: One second.

MR. BOBBIT: I've been advised my answer is not sufficiently responsive. So as another part of the needs assessment, the NDA set priority setting meetings. So as a result of the thousands of participants of consumers serves as a

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result of 60 something public hearings that the priorities were set and established, so we're not in a position to revisit the priorities set and the funding allotments for this particular idea at this particular time.

MS. GRAHAM: Hi. My name is Adrienne. I work with Mount Hope Housing Company and I'm sorry to beat a dead horse, but this is about the linkage agreements again. It's actually regarding the school linkage agreements. You said that competitive agencies would try to get the linkage agreements and I actually have contacted both of the superintendents in the Bronx, which I have acquired signatures on the linkage agreement, and one of them sent it to their legal department and they no-go'd it. So I've also contacted the DYCD RFP questions regarding this and they said that there will be an addendum. And I was wondering if you had any details on what that addendum would entail; whether it would be still requiring the signature of

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the superintendents, whether they are going to contact the superintendent's office in order to clarify why we need these signatures and why the parameters of the agreement are what they are? If you have any sort of insight on that.

MS. JOHNSON: Please allow our panel time to discuss.

MR. BOBBIT: Okay. We anticipate that the requiring of the signature line for the superintendent will be removed, so please follow-up with Accelerator when the addendum is actually released for confirmation of that.

I want to draw a distinction as you referenced the school partnership agreement. The prior question as I understood it, related to there's a section in the RFP that talks about the expectation of partnering with various other City agencies and expecting that that will be part of practice. As regards to the high school educational support, school partnership agreement is a required

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document.

MS. GRAHAM: Thank you.

MS. HUNTER: Hi. I'm Charlotte Hunter from Medgar Evers, and my question is just some clarification on the chart about the number slots. Are those slots being rounded up to, you know --

MS. JOHNSON: Which RFP?

MS. HUNTER: Oh, sorry. The out of school youth, the opportunity youth grant.

MR. FRENZEL-BERRA: They are rounded figures, so there may be some discrepancy if you do the multiplication.

MS. HUNTER: Yeah, we did it.

MR. FRENZEL-BERRA: So don't worry about it.

MS. HUNTER: Okay. Thank you.

MS. LAWSON: Hi. I'm Terry Lawson from Legal Services, NYC-Bronx. I have a few quick questions.

First, can organizations sign linkage agreements with other organizations applying for the same RFP in the same NDA?

MR. BOBBIT: Yes.

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MS. LAWSON: Great. The -- I know you said there's going to be a new structured proposal form. When it -- right now, the way it's broken out it says time periods, but it's not clear -- it asks for one time period per outcome and activity. It's not clear what you're expecting a time period to be because you haven't possessed a report on the things that we've done in the past. Is that -- is the time period of a one-year period?

MR. FRENZEL-BERRA: We left it open because depending on the program selected by the proposer to feature, the time period could vary, but typically programs one-year period is very common.

MS. LAWSON: This is with respect to the immigration services RFP, when you are a legal services organization and you're providing legal assistance, if when we're listing the activities that we're going to provide that are under the program definitions, should we be saying that we're providing legal assistance and immigration

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application assistance, or is immigration application assistance contemplated by non-legal services organizations? That's another question.

And then my last question is: How do we answer total program hours when we're providing legal services and not necessarily an instructional kind of setting?

MR. CATRAMBONE: Can you just repeat the question?

MR. BOBBIT: Can you repeat the second question, please?

MS. LAWSON: So for the immigration services RFP, which contemplates legal services being provided, in the program activity definitions, there is immigration application assistance, one program activity and another is legal assistance. And as a legal services provider, we will be filling out immigration application. But because there -- we would call it legal assistance, but I'm wondering if you also want us to list as a program activity

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immigration application assistance or if that was duplicative?

MR. FRENZEL-BERRA: So as an initial response, I think looking at the RFP, we do as I mentioned in my presentation, the core activities and support activities. So the core are services you have to offer and then the support where you have to pick at least one. Well, actually you pick one or both of the core activities that is required and the support is optional.

MS. LAWSON: I see.

MR. FRENZEL-BERRA: Then the other way to sort of respond here, is the question is to look at the outcomes that are expected for the program and, you know, as far as what you plan to offer, the listing of outcomes suggests that these are what our expectations are, is what the participants will draft. And so I think that offers some guidance with your question about the services you're thinking of providing.

MS. LAWSON: No, that does. That

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answers the question. And just in terms of the program hours, would you want us to answer it in terms of how many hours we're open or how many hours we're going to be providing this immigration services?

MR. FRENZEL-BERRA: Could you point in the RFP where you see the hours?

MS LAWSON: That's in the -- it's actually in the structured -- oh, the service level form, total annual program hours, attachment "H".

MR. BOBBIT: In the interest of time, we'll take the issue under advisement and we'll issue a clarification.

MS. LAWSON: Okay. Thank you.

MR. LOWY: Good morning. My name is Daniel Lowy. I'm from Argus Community in the Bronx. I have a question and a comment. Argus Community resides right on the boarder of both NDA 1 and NDA 3. If we want to submit a proposal for each NDA, how different or does the content need to vary in our structured proposal, or just simply write the different NDA number?

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MR. BOBBIT: Each proposal should include a persuasive argument as to why the proposer is well suited to serve the particular NDA. So a proposal for NDA 1 would substantiate what the target demographics and et cetera, et cetera, for NDA 1 are as would NDA 3. If your program site is within a half a mile of the boundaries of NDA 1 and NDA 3, you certainly are welcome to use that site when you're proposing for both proposals.

MR. LOWY: Thank you.

MR. FRENZEL-BERRA: And you are allowed to submit a proposal for both NDA's if you meet the conditions in that whether or not you're proposing the exact program model is up to you.

MR. LOWY: My comment has to do with the RFPs were released a few days late and the bidder's conference was moved all the way until today and now there's going to be another addendum coming out for clarification. There's about seven business days between now and the 13th

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which is the recommended day we should submit on Accelerator to prevent a problem. Is there a possibility or would you consider an extension of the deadline date?

MS. JOHNSON: Proposals are due October 14th. Should we decide to take that into consideration, it will be released in the addendum.

MR. LOWY: Thank you.

MS. JOHNSON: You're welcome.

MS. MAHONEY: Hi, everyone. Sadie Mahoney from Kingsbridge Heights Community Center in the Bronx. My questions are about the educational support area for high school youth.

The first question has to do with offering internships verses not. If we choose to offer internships, do we have to offer an internship slot for every youth that we're proposing, and if not, do we offer the higher cost for participant for only those youth's that have the internship, or do we use that higher cost per participant for every youth that we're

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proposing?

MR. BOBBIT: There's one rate if you're proposing to offer internships and there's a different rate if you're not proposing to do internships. You can't offer the internship to some of the program participants. If needed, it would be all the program participants.

MS. MAHONEY: All right. And as far as -- and this is more of a question from our fiscal office -- is there a requirement for the budgetary match? Do you have to show that you have equal match for any of the --

MR. FRENZEL-BERRA: There is no match requirement.

MS. MAHONEY: Lastly, this is, again about the NDA's and the lines of the NDA's. So we work with a high school campus that is just inside of NDA 7, but a lot of the youth that reside in NDA 8 which we're applying through, attend schools on that campus. Do the schools that you're proposing have to also be in the NDA that

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you're proposing or can we just show that many students from NDA 8 go to the schools on this campus?

MR. FRENZEL-BERRA: So where is the program site? Is that --

MS. MAHONEY: NDA 8.

MR. FRENZEL-BERRA: It's NDA 8. So as long as the programming site meets our requirements and 80 percent of the youth are from that NDA, the school does not necessarily have to be in the NDA.

MR. MAHONEY: Great. And we can still use them for the school partnership agreement?

MR. FRENZEL-BERRA: Yes.

MS. MAHONEY: Thank you.

MS. KAN: Hi. I'm Emily from Lenox Hill Neighborhood House. I just have a question about the healthy families plan and about the budget. It says that no more more than 30 percent of the core budget may be self-contracted. Does that mean the total budget that DYCD will give or the total budget of the program matter if we

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support -- if we provide more money for the internships?

MR. FRENZEL-BERRA: It refers to DYCD.

MS. KAN: Okay. Thank you.

MS. FELDMAN: Hi. My name is Jessica Feldman. I'm with Services for the UnderServed. We're actually located in Brooklyn, but we missed the first Brooklyn meeting.

I had a question about the addendum "G" -- or the attachment "G", I mean, for healthy families. There's a question about, I think someone else brought it up, about highlighting or illustrating data and outcomes from prior programs in the last few years. The program where we're hoping to place our healthy programs family is in a newly acquired family shelter, Tier II shelter, for our organization, but we would have data from other programs in our organization that provide similar types of services around employment and integrating folks into the community. Is that

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sufficient?

MR. FRENZEL-BERRA: Well, it's up to the proposer to decide which programs closely resemble what we're asking for, but it's acceptable, yes, and it's up to you to decide which programs you want to feature to make your best case.

MS. FELDMAN: Okay. Thank you.

MS. JOHNSON: Are there any further questions?

MS. BERNATZKY: Hi. Colin Bernatzky from Osborne Association. These questions all pertain to the opportunity youth RFP.

First of all, on that chart that was mentioned earlier, I think it's attachment "J", that number is the number of the participants to be served with the allocated funds, correct? So for NDA 1, it's 33?

MR. FRENZEL-BERRA: That is correct.

MR. BERNATZKY: And can applicants serve fewer than that number or if as long as we're over the \$50,000 threshold?

MR. FRENZEL-BERRA: Yes, you can.

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MR. BERNATZKY: And as far as the core activities go for the opportunity youth, are those core activities kind of built into the curriculum that DYCD is going to have us be administrating or are those separate? And so for the opportunity youth, it's on page -- oh, there are no page numbers -- but education, career counseling, employment systems, job readiness skills and life skills?

MR. BOBBIT: You need to read the appendices. The definitions for all these activities are included in the appendix. So proposers can anticipate that the curriculum will help toward addressing the education and career counseling, but if you read the definitions of employment assistance and job readiness skills, you'll be able to answer that question.

MR. BERNATZKY: Okay. That's good. Thank you.

MS. NOWAK: Hi. I'm Amber. I'm with SoBRO, South Bronx Overall Economic Development Corporation. I just want to

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add a note to Legal Services Bronx, the question that they proposed regarding the service level form. We too were confused about the total of program hours and we just want to note that there was a -- I believe it's the same format for all of the program areas. So when you do take a look at that for the addendum, just please note that we were confused as to whether there was service hours, or instructional hours or some combination, and just note that it was not just for the immigrant services. Thank you.

MS. JOHNSON: Thank you.

Are there any further questions?

(No response.)

MS. JOHNSON: This concludes the pre-proposal conference for the Neighborhood Development Areas. Thank you and good luck, everyone.

(Time noted: 10:57 a.m.)

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C E R T I F I C A T E

STATE OF NEW YORK )  
COUNTY OF RICHMOND ) ss:

I, JENNIFER CASSELLA, a Notary Public  
within and for the State of New York, do hereby  
certify:

I reported the proceedings in the within  
entitled matter, and that the within transcript  
is a true record of such proceedings.

I further certify that I am not related  
to any of the parties to this action by blood  
or marriage; and that I am in no way interested  
in the outcome of this matter.

IN WITNESS WHEREOF, I have hereunto set  
my hand this 7th day of October, 2014.

\_\_\_\_\_  
JENNIFER CASSELLA

**Department of Youth and Community Development - NDAs  
October 2, 2014**

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