

DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

156 WILLIAM STREET
NEW YORK, NEW YORK 10038
TELEPHONE: (212) 442-5982 FAX: (212) 676-8129

JEANNE B. MULLGRAV
Commissioner

August 8, 2007

ADDENDUM #4

Re: Out of School Time (OST) Programs for Youth
Elementary School Expansion
Request for Proposals
PIN: 26007OSTERFP

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 #4** to the Out-of-School Time (OST) Programs for Youth Elementary School Expansion Request for Proposals (RFP) PIN 26007OSTERFP. Proposers should acknowledge receipt of **Addendum #4** by using Acknowledgement of Addenda (Attachment 7).

ADDENDUM ITEM

- 1. The RFP cover Deadline for Proposals is amended to state the following:

DEADLINE FOR PROPOSALS: August 13, 2007 at 2:00 PM

- 2. SECTION I – TIMETABLE, page 5 of the RFP: Proposal Due Date is amended to state the following:

Date: August 13, 2007
Time: 2:00 PM

Patricia Chabla
Agency Chief Contracting Officer



DEPARTMENT OF YOUTH AND COMMUNITY
DEVELOPMENT
OFFICE OF PROCUREMENT
156 WILLIAM STREET
NEW YORK, NEW YORK 10038
TELEPHONE: (212) 442-5982 FAX: (212) 676-8129

JEANNE B. MULLGRAV
Commissioner

August 1, 2007

ADDENDUM #3

Re: Out of School Time (OST) Programs for
Youth Elementary School Expansion
Request for Proposals
PIN: 26007OSTERFP

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 #3** to the Out-of-School Time (OST) Programs for Youth Elementary School Expansion Request for Proposals (RFP) PIN 26007OSTERFP. Proposers should acknowledge receipt of Addendum #2 by using Acknowledgement of Addenda (Attachment 7).

ADDENDUM ITEM

Attachment 1 Revised from Addendum #1 has been revised to include a space for an authorized representative of the proposing organization to sign and date the Proposal Summary Form. Attachment 1, Second Revision, is attached to this addendum.

Patricia Chabla
Patricia Chabla
Agency Chief Contracting Officer

(ABC)

PROPOSAL SUMMARY FORM
(Submit for each proposal.)

RFP TITLE: OST PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION
PIN: 26007OSTERFP

A. Proposer Information:

Proposer Name:		
Address:		
Borough	State	Zip Code

Tax Identification #:

Organization Contact Information:

Contact Name:	Title:
Telephone #:	E-mail:

Executive Director / CEO Contact Information (if different):

Contact Name:	Title:
Telephone #:	E-mail:

Signature _____ **Date** _____

B. Organization Status (Check all that apply.):

- 501(c)(3) Applied for 501(c)(3) Not-for-profit Applied for not-for-profit

C. Organization’s total FY 2007 operating budget: \$

Program Information:

D. Competitions: (Check only one.)

- | | |
|--|--|
| <input type="checkbox"/> Bronx: Target Zip Codes | <input type="checkbox"/> Bronx: Non-Target Zip Codes |
| <input type="checkbox"/> Brooklyn: Target Zip Codes | <input type="checkbox"/> Brooklyn: Non-Target Zip Codes |
| <input type="checkbox"/> Manhattan: Target Zip Codes | <input type="checkbox"/> Manhattan: Non-Target Zip Codes |
| <input type="checkbox"/> Queens: Target Zip Codes | <input type="checkbox"/> Queens: Non-Target Zip Codes |
| <input type="checkbox"/> Staten Island: Target Zip Codes | <input type="checkbox"/> Staten Island: Non-Target Zip Codes |

E. Multiple Proposals

Has the proposer submitted more than one proposal in response to this RFP?

Yes No

If “Yes,” how many?

F. Program Costs and Resources (Enter the requested information in the space provided.)

Note: Participant and budget information should match the numbers on the Budget Calculator (available on DYCD’s website, www.nyc.gov/dycd). **To insure accuracy, the budget calculator must be used to complete this chart.**

SCHOOL YEAR	Number of Participants	Price per Participant	Total Cost	Notes
1. Proposed number of participants to be served during the school year (September - June)				The maximum price per school year is \$2,000.
2. Proposed number of youth with disabilities to be served during the school year (September – June)				Proposers may define the price for children with disabilities.
TOTAL SCHOOL YEAR				

SUMMER	Number of Participants	Price per Participant	Total Cost	Notes
3. Proposed number of participants to be served during the summer (July -August)				The maximum price for summer is \$800.
4. Proposed number of youth with disabilities to be served during the summer (July - August)				Proposers may define the price for children with disabilities.
TOTAL SUMMER				

1. DYCD funding:
(must match the Total DYCD Funding Request on the budget calculator) \$

2. If applicable, additional cash contributions from private sources
(DYCD does not require that proposers have additional cash contributions.) \$

3. If applicable, additional public funding
(DYCD does not require that proposers have additional public funding.) \$
4. Average price per participant
(*must match the Average Price Per Participant on the budget calculator*) \$

G. Reduced Hours

Are you proposing a program at reduced hours to accommodate to participants attending a school with a mandatory extended hours schedule?

- Yes No

H. Program Site Location

Type of Program Site (Check only one.)

- OST Pre-Certified School
- Other Department of Education School, not included in the OST Pre-Certified Schools List (Appendix G), and for which a linkage agreement (Attachment 4) has been secured from the school’s administration.
- NYCHA Facility
- New York City Department of Parks and Recreation Site
- Other, Center-Based Site

Site Address and, if applicable, the 6-digit school identification number.

Site Name:		
Address:		
City	State	Zip Code

6-digit School Identifier Number (DBN) (if applicable):

Site Contact:

Contact Name:	Title:
Telephone #:	E-mail:

I. SACC License Status (at the proposed site):

- Presently Have Have Applied, Awaiting Decision Will Apply Prior to Programming

Note: DYCD will not release funds to any proposer awarded a contract until it is licensed.

If the Organization currently has a SACC License at the proposed site, please provide:

SACC License Number:

SACC Expiration Date:

J. Additional Program Funding at Proposed Site:

Does the proposed site have any of the following programs:

1. Existing OST Yes No

If "Yes," does Proposer operate the existing program? Yes No

2. Beacon Yes No

If "Yes," does Proposer operate the existing program? Yes No

3. NYS Advantage Yes No

If "Yes," does Proposer operate the existing program? Yes No

4. 21st CCLC Yes No

If "Yes," does Proposer operate the existing program? Yes No



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DEVELOPMENT**
OFFICE OF PROCUREMENT
156 WILLIAM STREET
NEW YORK, NEW YORK 10038
TELEPHONE: (212) 442-5982 FAX: (212) 676-8129

JEANNE B. MULLGRAV
Commissioner

July 26, 2007

ADDENDUM #2

RE: Out of School Time (OST) Programs for
Youth Elementary School Expansion
Request for Proposals
PIN: 26007OSTERFP

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 #2** to the Out-of-School Time (OST) Programs for Youth Elementary School Expansion Request for Proposals (RFP) PIN 26007OSTERFP. Proposers should acknowledge receipt of Addendum #2 by using Acknowledgement of Addenda (Attachment 7).

I. ADDENDUM ITEMS

1. Section II, Summary of the Request for Proposals, page 10, F, Program Facilities: The second sentence is amended to read as follows:

(For NYCHA and Parks sites, proposers may propose only for those sites listed in Appendix G-1 and G-2.)

2. Section II, Summary of the Request for Proposals, page 10, F, Program Facilities: The section is amended to add the following sentence after the first sentence of the first bulleted item to read as follows:

No more than 80 children would be accommodated at the Parks site.

3. Section II, Summary of the Request for Proposals, page 10, F, Program Facilities: The section is amended so that the first sentence of the final bulleted item reads as follows:

During school vacation periods during the school year and for the summer component, funding may be used to provide services at a sleep-away or day camp that is located outside the City. Services at a sleep-away or day camp outside the city must comply with all requirements of the RFP and regulations for camps, including staffing, safety regulations, and camp permit.

4. Section III, Scope of Services, page 19, E, Program Elements Duration/Hours of Operation: The section has amended the first two full paragraphs on page 19 to read as follows:

Proposers unable to meet the schedule above due to a religious observance in a particular week may make up the time on another day in that week, including Saturday and Sunday, as long as the total number of hours for the subject week equals the minimum required hours.

Proposers unable to meet the schedule above due to the target population's enrollment in a school (e.g., a charter school or religious school) with a **mandatory** extended day schedule (e.g., school closing is 4:00 p.m.) have the following options. Note that these options are available only for programs serving participants enrolled in schools with mandatory extended day schedules.

- Proposers may make up the time on another day or days in the week, as long as the total number of hours for each week equals the minimum required hours. In these circumstances, proposers may propose to make up the requisite time by offering programs on Saturdays and/or Sundays. This option is preferred.
- Reduced hours: While the option above is preferred, DYCD will consider proposals to serve participants for reduced hours of no fewer than 370 hours (i.e., 50 percent of the hours required for a full school-year component of the program) during the school year. Such reduced hours programs may, but are not required to, offer OST services on the 20 school closing days referenced above. Reduced hours programs must, however, offer the full summer component of 8 weeks of programming with a minimum of 50 hours per week. For programs offering reduced hours during the school year, the maximum price per participant will be reduced proportionately.

5. Section IV, Format and Content of the Proposal, page 22, C, Program Proposal: The section is amended so that the first bulleted item under Experience reads as follows:

- Describe the successful, relevant experience of the proposer and key staff within the past five years in providing services to youth in grades K through 6 during non-school hours.

6. Section IV, Format and Content of the Proposal, page 23, C, Program Proposal, Organizational Capacity:
The section is amended to add the following bullets:

- Indicate whether the organization receives public funding from sources other than DYCD to support other after-school programs (e.g., 21st Century Learning Center, Advantage After School, Extended School Day/Violence Prevention). If so, list the funding source, amount of annual funding, and whether the programs are operated at the proposed site.
- Indicate the organization's capacity to increase the number of participants served in the event additional funding is made available in the future.

7. Section V, Proposal Evaluation and Contract Award Procedures, page 30, C, Basis for Contract Award:
The section is amended so that that first bulleted item reads as follows:

- DYCD reserves the right to make contract awards to ensure: 1) appropriate distribution of necessary services and programs across geographic areas, taking into account the location of OST and Beacon Community Centers or other elementary level after-school programs, grade levels, and target populations; 2) program diversity (e.g., program type, size, and duration), and 3) capacity to increase the number of participants served.

8. Appendix B, page 45: The section is amended to delete the following site from the list:

Northside Center for Child Development, 1301 5th Avenue, New York, NY 10029

9. Appendix B, page 46: The section is amended to delete the following site from the list.

Public School 197, 2230 5th Avenue, New York, NY 10037

10. Appendix G, page 78: The section is amended to add the following two sentences to read as follows:

Principals' names may be inserted into the Department of Education's online directory to obtain their email addresses. The Department of Education's online directory may be accessed at: <http://www.nycboe.net/offices/diit/phonebook/Main.asp>

11. Appendix G, page 78: The section is amended to correct the follow address to read as follows:

The correct address for PS184M, Shuang Wen, is 327 Cherry Street.

12. Attachment 1, pages 84-87: Attachment 1 has been revised; **Attachment 1 Revised** is attached to this addendum.

Note: Attachments 1-7 are now posted separately on DYCD's website, www.nyc.gov/dycd.

Patricia Chabla (A3W)
Patricia Chabla
Agency Chief Contracting Officer

PROPOSAL SUMMARY FORM
(Submit for each proposal.)

RFP TITLE: OST PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION
PIN: 26007OSTERFP

A. Proposer Information:

Proposer Name:		
Address:		
Borough	State	Zip Code

Tax Identification #:

Organization Contact Information:

Contact Name:	Title:
Telephone #:	E-mail:

Executive Director / CEO Contact Information (if different):

Contact Name:	Title:
Telephone #:	E-mail:

B. Organization Status (Check all that apply.):

- 501(c)(3)
 Applied for 501(c)(3)
 Not-for-profit
 Applied for not-for-profit

C. Organization’s total FY 2007 operating budget: \$

Program Information:

D. Competitions: (Check only one.)

- | | |
|--|--|
| <input type="checkbox"/> Bronx: Target Zip Codes | <input type="checkbox"/> Bronx: Non-Target Zip Codes |
| <input type="checkbox"/> Brooklyn: Target Zip Codes | <input type="checkbox"/> Brooklyn: Non-Target Zip Codes |
| <input type="checkbox"/> Manhattan: Target Zip Codes | <input type="checkbox"/> Manhattan: Non-Target Zip Codes |
| <input type="checkbox"/> Queens: Target Zip Codes | <input type="checkbox"/> Queens: Non-Target Zip Codes |
| <input type="checkbox"/> Staten Island: Target Zip Codes | <input type="checkbox"/> Staten Island: Non-Target Zip Codes |

E. Multiple Proposals

Has the proposer submitted more than one proposal in response to this RFP?

Yes No

If “Yes,” how many?

F. Program Costs and Resources (Enter the requested information in the space provided.)

Note: Participant and budget information should match the numbers on the Budget Calculator (available on DYCD’s website, www.nyc.gov/dycd). **To insure accuracy, the budget calculator must be used to complete this chart.**

SCHOOL YEAR	Number of Participants	Price per Participant	Total Cost	Notes
1. Proposed number of participants to be served during the school year (September - June)				The maximum price per school year is \$2,000.
2. Proposed number of youth with disabilities to be served during the school year (September – June)				Proposers may define the price for children with disabilities.
TOTAL SCHOOL YEAR				

SUMMER	Number of Participants	Price per Participant	Total Cost	Notes
3. Proposed number of participants to be served during the summer (July -August)				The maximum price for summer is \$800.
4. Proposed number of youth with disabilities to be served during the summer (July - August)				Proposers may define the price for children with disabilities.
TOTAL SUMMER				

1. DYCD funding:
(must match the Total DYCD Funding Request on the budget calculator) \$
2. Average price per participant
(must match the Average Price Per Participant on the budget calculator) \$
3. If applicable, additional cash contributions from private sources
(DYCD does not require that proposers have additional cash contributions.) \$

2. **Beacon Community Centers** Yes No
 If “Yes,” does Proposer operate the program? Yes No
3. **NYS Advantage After School** Yes No
 If “Yes,” does Proposer operate the program? Yes No
 If Proposer operates the program, please also specify annual funding: \$
4. **21st Century Community Learning Center** Yes No
 If “Yes,” does Proposer operate the program? Yes No
 If Proposer operates the program, please also specify annual funding: \$
5. **City Council Discretionary** Yes No
 If “Yes,” does Proposer operate the program? Yes No
 If Proposer operates the program, please also specify annual funding: \$
6. **Other** Yes No
 If “Yes,” please provide the name of the program(s), funding sources (private or public), and amount of annual funding:



DEPARTMENT OF YOUTH AND COMMUNITY
DEVELOPMENT
OFFICE OF CONTRACT PROCUREMENT
156 WILLIAM STREET
NEW YORK, NEW YORK 10038
TELEPHONE: (212) 442-5982/FAX: (212) 676-8129

JEANNE B. MULLGRAV
Commissioner

June 29, 2007

ADDENDUM #1

**Re: Out-of-School Time (OST) Programs for Youth
Request for Proposals
PIN: 26007OSTRFP**

Dear Prospective Proposer:

Pursuant to Sections 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing **Addendum #1** to the Out-of-School Time (OST) Programs for Youth (RFP) PIN: 26007OSTRFP.

I. Addendum Item

1. The RFP Cover Deadline for Proposals is amended to state the following:

DEADLINE FOR PROPOSALS: August 8, 2007 at 2:00pm

2. SECTION I – TIMETABLE, Page 5 of the RFP:

C. Proposal Due date is amended to state the following:

Due Date: August 8, 2007

3. SECTION I – TIMETABLE, PAGE 5 of the RFP:

A. Release Date of this Request for Proposals (RFP) is amended to state the following:

Release Date of this Request for Proposals (RFP): June 29, 2007.

Patricia Chabla
Agency Chief Contracting Officer



**DEPARTMENT OF
YOUTH AND
COMMUNITY
DEVELOPMENT**

**Michael R. Bloomberg
Mayor**

**Jeanne B. Mullgrav
Commissioner**

**Out-of-School Time (OST) Programs for Youth
Elementary School Expansion**

**REQUEST FOR PROPOSALS
PIN 26007OSTERFP**

RFP RELEASE DATE: June 29, 2007

DEADLINE FOR PROPOSALS: August 7, 2007 at 2:00 PM

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

ATTENTION: Ava B. Walker, Deputy Agency Chief
Contracting Officer

PRE-PROPOSAL CONFERENCES: July 12, 2007

PRE-PROPOSAL CONFERENCES: 10:00 AM – 12:00 PM
LOCATION: 2:00 PM – 4:00 PM
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 Web site, 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 this RFP, which may affect the requirements and/or terms of the RFP.

**THE CITY OF NEW YORK
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT
(DYCD)**

**OUT-OF-SCHOOL TIME (OST) PROGRAMS FOR YOUTH
ELEMENTARY SCHOOL EXPANSION
REQUEST FOR PROPOSALS (RFP)
PIN 26007OSTERFP**

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AUTHORIZED DEPARTMENT CONTACT PERSONS

Proposers are advised that the Authorized Department Contact Persons for matters concerning this Request for Proposals are:

Procurement Questions

Name: Ava B.Walker, Deputy Agency Chief Contracting Officer
Mailing Address: Office of Contract Procurement
Department of Youth and Community Development
156 William Street, 2nd Floor
New York, NY 10038
Telephone #: (212) 788-9961
Fax #: (212) 676-8129
E-Mail: Ostrfp@dycd.nyc.gov

RFP Content

Name: Nancy Russell, Project Director
Mailing Address: Planning, Research, and Program Development
Department of Youth and Community Development
156 William Street, 2nd Floor
New York, NY 10038
Telephone #: (212) 442-5914
Fax #: (212) 676-8160
E-Mail: Ostrfp@dycd.nyc.gov

NOTE ON EMAIL INQUIRIES: Proposers must enter “OST Expansion Elementary School” in the subject line of their email message.

DYCD cannot guarantee a 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 (RFP): June 26, 2007

B. Pre-Proposal Conferences:

DYCD will hold two pre-proposal conference sessions. Attendance by proposers is optional but strongly recommended by DYCD.

Date: July 12, 2007
Time: 10:00 AM – 12:00 PM
or
2:00 PM – 4:00 PM
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 Web site at <http://www.citytech.cuny.edu/aboutus/directions/index.shtml>.

C. Proposal Due Date, Time and Location

Date: August 8, 2007
Time: 2:00 PM
Location: Hand deliver proposals to: Office of Contract Procurement
Attention: Ava B. Walker
Deputy Agency Chief Contracting Officer
156 William Street, 2nd Floor
New York, NY 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's Procurement Policy Board Rules, Section 3-03 (f)(5).

D. Anticipated Contract Start Date: January 1, 2008

SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS

A. OST Overview

New York City (City) has developed a comprehensive, coordinated system for Out-of-School Time (OST) programs. Through a series of summits and cross-sector leadership team meetings beginning in October 2003, City agencies, providers, community leaders, and representatives from foundations developed the OST Program Vision and Goals statements set out below. These statements represent a consensus of these stakeholders and provide the basis for current and future work in the OST system, including development of this Request for Proposals (RFP). Following the issuance of the initial OST RFP and the award of contracts from that RFP in 2005, OST planning efforts continued to enhance OST services and respond to family and community needs by further developing supportive partnerships, systems of accountability, and coordination among public and private stakeholders. The success of the OST initiative¹ led to the commitment of additional funds by Mayor Michael R. Bloomberg to expand the initiative by enhancing current contracts, increasing the number of youth served in the summer, and providing new program funding through this RFP.

B. Purpose of RFP

This RFP reflects ongoing OST refinement and expansion. Through this RFP, the Department of Youth and Community Development (DYCD) seeks appropriately qualified organizations to expand the variety of year-round, comprehensive, and high quality OST programs for children in elementary school, defined as kindergarten through grade 6. In addition to expanding available choices, DYCD aims to serve children and families who are eligible for New York State (State) subsidized child care funded locally through the Administration for Children's Services (ACS) and the Human Resources Administration (HRA) and those residing in the high-need geographic areas identified below. DYCD encourages small, neighborhood-based organizations, as well as large, city-wide organizations, to apply. DYCD also encourages organizations to partner with one another to offer varied and comprehensive programming.

OST Program Vision

A quality OST system offers safe and developmentally appropriate environments for children and youth when they are not in school. OST programs support the academic, civic, creative, social, physical and emotional development of young people and serve the needs of the City's families and their communities. Government, service providers, and funders are partners in supporting an accountable and sustainable OST system.

¹ The evaluation report of OST program year 1 by Policy Studies Associates, Inc. is available and may be downloaded from: <http://nyc.gov/html/dycd/html/services-ost-report.html>.

OST Program Goals

The nine overall goals for OST programs are as follows.

- Goal 1:** Provide a healthy, safe environment
- Goal 2:** Foster high expectations for participants
- Goal 3:** Foster consistent and positive relationships with adults and peers and a sense of community
- Goal 4:** Support the needs of working families
- Goal 5:** Support healthy behavior and physical well-being
- Goal 6:** Strengthen young people's academic skills
- Goal 7:** Support the exploration of interests and the development of skills and creativity
- Goal 8:** Support youth leadership development
- Goal 9:** Promote community engagement and respect for diversity

Participation by Government Entities in This RFP

Government entities and their related affiliates, including but not limited to public libraries, public schools, affiliates of the State University of New York and The City University of New York, and other City agencies, are not eligible to receive a contract award. In addition, while these entities may participate in OST programs through linkage agreements² with organizations awarded contracts from this RFP and are encouraged to contribute in-kind resources, they are not permitted to participate as subcontractors to organizations awarded contracts from this RFP.

Participation by Current OST Technical Assistance and Evaluation Services Contractors in This RFP

Entities which contracted with DYCD in 2005 to provide OST technical assistance and evaluation services are *not* eligible to receive a contract award under this RFP.

C. Competitions

There are 10 competitions based on geographic areas offered through this RFP³. Maps of the target zip codes by borough are provided in Appendix A.

Bronx

1. Bronx, Target Zip Codes: 10451, 10452, 10453, 10454, 10455, 10456, 10457, 10458, 10459, 10460, 10462, 10463, 10466, 10467, 10468, 10469, 10472, 10473, 10474

² A linkage agreement is a written commitment by an organization to provide services or resources to the OST program free of charge. See Attachment 4.

³ The methodology used to identify the Target Zip Codes is given in Appendix A (Target Zip Code Maps and Methodology).

2. Bronx, Non-Target Zip Codes: All other zip codes in the Bronx.

Brooklyn

3. Brooklyn, Target Zip Codes: 11203, 11204, 11205, 11206, 11207, 11208, 11211, 11212, 11213, 11214, 11216, 11218, 11219, 11220, 11221, 11223, 11224, 11225, 11226, 11229, 11230, 11232, 11233, 11235, 11236, 11237, 11238
4. Brooklyn, Non-Target Zip Codes: All other zip codes in Brooklyn.

Manhattan

5. Manhattan, Target Zip Codes: 10002, 10009, 10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033, 10034, 10035, 10039, 10040
6. Manhattan, Non-Target Zip Codes: All other zip codes in Manhattan.

Queens

7. Queens, Target Zip Codes: 11101, 11102, 11106, 11355, 11368, 11369, 11372, 11373, 11377, 11385, 11418, 11434, 11435, 11691
8. Queens, Non-Target Zip Codes: All other zip codes in Queens.

Staten Island

9. Staten Island, Target Zip Codes: 10304, 10301, 10310
10. Staten Island, Non-Target Zip Codes: All other zip codes in Staten Island.

Proposers may submit multiple proposals in more than one competition and in more than one zip code, however:

- A separate and complete proposal must be submitted for each program site.
- If a proposer is eligible for more than one contract award from this RFP, DYCD reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, how many, for what level of services and for which competition the proposer will be awarded a contract, and the dollar value of each such contract.

D. Subcontracting

Subcontracting is allowed, subject to the following conditions:

- Subcontractors must meet the same minimum qualifications as prime contractors.

- All subcontractors and subcontracts shall be subject to DYCD approval before payment is issued.
- A prime contractor may not subcontract all program services nor allow program services to be performed by entities with which there is no DYCD-approved subcontract.

E. Program Duration, Minimum Program Hours of Operation,⁴ and Maximum Price per Participant⁵

The program duration, minimum program hours of operation, and maximum price per participant are presented below in Chart #1. **DYCD will consider a higher price per participant for programs serving youth with disabilities (physical, emotional, behavioral, and/or cognitive impairments), if the proposer effectively demonstrates that the program design justifies such a higher price per participant.** Cost proposals with a price per participant below the maximum must also provide a justification.

CHART #1

SCHOOL LEVEL	PROGRAM DURATION	MINIMUM PROGRAM HOURS OF OPERATION	MAXIMUM PRICE PER PARTICIPANT
Elementary School	Year-round ^(a)	Summer = 8 weeks @ 50 hours/week School Year = 36 weeks @ 15 hours/week 20 days @ 10 hours/day ^(b)	\$2,800
<p>Notes:</p> <p>(a) Program hours. The required year-round program hours equal the hours for the summer and school-year components combined. For elementary school year-round programs, the required annual program hours are 1,140. Note that DYCD will consider programs that operate at reduced hours under conditions outlined below in Section III (E).</p> <p>(b) School closing days. For each school closing day, at least 10 hours of services will need to be provided. Services must be provided on a total of 20 school closing days.</p>			

⁴ An hour of operation is defined as an hour in which program activities are available to participants. DYCD expects that all enrolled participants will have the opportunity to engage in program activities for an amount of time equal to the minimum program hours of operation. Program designs should reflect this expectation.

⁵ The maximum price per participant applies to DYCD's contribution to the proposed program.

F. Program Facilities

- Programs may be provided at appropriate school-based or center-based facilities, including New York City Housing Authority (NYCHA) sites and a New York City Department of Parks and Recreation site. (See Appendix G-1 and G-2, respectively.) DYCD encourages proposers to locate their program in a NYCHA facility or at other sites in communities with a high need for OST programs.
- **No programs may be situated at a current OST Option I elementary-level program site.** See Appendix B for a complete listing of current OST Option I elementary-level sites.
- For proposed program sites that currently host similar programs, including DYCD-funded OST or Beacon programs, proposers must justify the need for the proposed program and indicate how they would integrate it with existing services at that site.
- The program facility **must** be located in the zip code proposed for the program.
- For the summer component, funding may be used to provide services at a summer sleep-away or day camp that is located outside the City. However, such programs will only be credited with 10 hours per day of services toward meeting the minimum daily hourly requirements and must meet the minimum program duration requirements stated above. There will be no change in the maximum price per participant offered by DYCD.

For school-based sites:

- Proposers may propose to provide programs at: a Department of Education (DOE) pre-certified school listed in Appendix G-3 or at another appropriate public school site. The schools listed in Appendix G-3 have confirmed their interest in serving as OST Elementary School Expansion program sites.

Proposers of programs at schools that are not DOE pre-certified schools must submit a linkage agreement (Attachment 4) executed by the proposer and the school principal that indicates the school's commitment to host the proposed program.

- DYCD strongly encourages proposers to collaborate with principals of the host school in the design of the proposed program to facilitate the execution of the School Partnership Agreement (SPA) which will be required prior to completion of contract negotiations. (See below Section III (B) and Appendix C.)
- Programs may be required to find an alternative, acceptable site for the summer due to contingencies such as summer school and/or school construction.

G. Anticipated Contract Term

It is anticipated that the term of the contracts awarded from this RFP will be from January 1, 2008 to August 31, 2011, with an option for DYCD to renew for up to 28 additional months.

H. Anticipated Available Funding

It is anticipated that the total funding available for contracts awarded from this RFP will be up to \$140,501,700 million for a 44-month period. Anticipated annual funding available will be up to \$36,766,800. The funds will be distributed annually across the 5 boroughs as shown in the chart below. Within each of the 5 boroughs, it is anticipated that 60 percent of the borough allocation will fund programs located in target zip codes and 40 percent of the borough allocation will fund programs located in non-target zip codes. DYCD reserves the right to modify such allocation percentages in the best interests of the City.

Proposers are encouraged to provide cash contributions from private sources. Cash contributions would be used to enhance program services. Proposers must document and confirm all cash contributions as directed in Section IV (D) below.

Annual Distribution of Funds

Borough	Borough Allocation *	Competition	Competition Allocation** %	Competition Allocation** \$
Bronx	24.3%	Target Zip Codes	14.58%	\$5,360,599
		Non-target Zips Codes	9.72%	\$3,573,733
Brooklyn	35.1%	Target Zip Codes	21.06%	\$7,743,088
		Non-target Zips Codes	14.04%	\$5,162,059
Manhattan	13.4%	Target Zip Codes	8.04%	\$2,956,051
		Non-target Zips Codes	5.36%	\$1,970,700
Queens	22.3%	Target Zip Codes	13.38%	\$4,919,398
		Non-target Zips Codes	8.92%	\$3,279,599
Staten Island	4.9%	Target Zip Codes	2.94%	\$1,080,944
		Non-target Zips Codes	1.96%	\$720,629
TOTALS	100.0%		100.00%	\$36,766,800

* The allocations across boroughs are based on the following formula: .7 (percent share of youth in age cohort) + .15 (percent share of low-income youth) + .15 (percent share of children eligible for State subsidized child care).

** Within boroughs, 60 percent of the funds are allocated for target zip codes and 40 percent for non-target zip codes. Dollar figures are rounded.

I. Anticipated Payment Structure

It is anticipated that the payment structure of the contracts awarded from this RFP will be based on line-item budget reimbursement and the achievement of minimum rate of participation. DYCD reserves the right to retain up to 10 percent of the maximum annual contract amount pending achievement of a participation rate of 80 percent.

J. Minimum Qualification Requirements

The following are the minimum qualification of this RFP. Proposals that do not meet all of the applicable minimum requirements will be determined to be non-responsive and will not be further considered.

- The proposer must be classified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, as documented by a copy of the exemption certificate, **OR** must have applied for such status prior to the proposal due date prescribed in this RFP, as documented by a copy of the application. (Final contract award shall be contingent upon presentation of a copy of the exemption certificate.) **The use of a fiscal conduit is not permitted.**
- The proposer must be incorporated as a not-for-profit organization as documented by the Certificate of Incorporation or show proof of filing for such status with the State Department of State, as documented by a copy of the application, by the proposal submission due date indicated in this RFP. (Final contract award shall be contingent upon presentation of a copy of the Certificate of Incorporation.)

SECTION III – SCOPE OF SERVICES

A. Agency Assumptions Regarding Program Approach

DYCD seeks program approaches that address the OST program goals set forth in Section II-B and incorporate positive youth development principles such as ensuring the safety, engagement, and empowerment of youth; providing caring adult role models; offering opportunities to develop individual skills and competencies; and integrating family, school, and community supports. For a synopsis of youth development principles, as well as additional references and resources, see Appendix F. (Appendix F materials are provided for background purposes only.)

OST activities should complement the school-day activities of OST participants. With respect to OST Goal 6 (“Strengthen young people’s academic skills”), OST activities should share the same objectives as school-day activities but provide different learning approaches that reflect the youth development principles noted above. DYCD anticipates that proposed programs will augment rather than repeat school-day instruction and incorporate appropriate learning concepts through varied activities (*e.g.*, homework help, story-telling, and diaries) and/or through project-based approaches.

DYCD’s assumptions regarding the approach that will most likely achieve the OST program goals are described below.

B. Regulatory Framework

- **State School-Age Child Care (SACC) Regulations (Part 414)**. For programs serving seven (7) or more youth under age 13, the contractor shall comply with applicable State School-Age Child Care (SACC) regulations. These regulations pertain to program aspects including, but not limited to, program content, facilities, staff qualifications, and training. The State SACC regulations are accessible at www.ocfs.state.ny.us/main/beccs/daycare_regs.asp, or a hard copy may be obtained from DYCD’s Office of Contract Procurement.

DYCD will not release funds to any proposer awarded a contract until it has obtained a SACC registration through the Bureau of Day Care of the City Department of Health and Mental Hygiene (DOHMH). Any program which does not have a SACC registration should consult the definitions in 18 NYCRR 413.2 to determine if such registration is required. See www.ocfs.state.ny.us/main/beccs/daycare_regs.asp.

- **Summer Day Camp Permits.** All Summer Day Camps, Children's Overnight Camps, and Children's Traveling Summer Day Camps and Municipal Camps located in the City which are occupied by ten (10) or more children must obtain a summer camp permit from DOHMH. Summer Camp permit applications must be submitted to the DOHMH 60 days prior to the Day Camp start date. The Summer Camp applications and regulations can be found at the following hyperlink: <http://www.nyc.gov/html/doh/html/camp/camp-directors-info.shtml> or call 212/442-2626
- **Non-discrimination.** The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, age, 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.
- **Fingerprinting.** Except as further noted, all OST program staff (paid and volunteer) shall be fingerprinted by DOHMH. Youth staff (paid and volunteer) who are 17 years old or younger and who are still attending school are not required to be fingerprinted.
- **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 also determine whether individuals with criminal conviction histories may continue their employment in the OST program. In addition, the OST 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.
- **School Partnership Agreement.** A proposer that is determined eligible to receive an award for a public school-based program must execute a SPA with the principal of the proposed host school before its contract can be registered. (See Appendix C.) Proposers are not required to submit the SPA with their proposals.

If a SPA cannot be executed with the principal of the proposed school site, DYCD will collaborate with DOE to relocate the program to another public elementary school.

- **Voter Registration and Health Insurance Options Plan.** The contractor shall provide non-partisan voter registration opportunities for participants and their families in accordance with Local Law 29 of 2000, and participate in DYCD's Public Health Insurance Options Plan in accordance with Local Law 1 of 2002. Copies of these Local Laws are available upon request from DYCD.

- **DYCD Fee Policy.** The contractor shall not charge any fee to program participants for services provided under contracts awarded from this RFP or require any other payment, purchase, or participation in any activities that will raise funds as a condition of eligibility for OST program(s). Failure to comply with this provision would constitute a material breach of the contractor’s agreement with DYCD. However, DYCD reserves the right to amend this policy within the term of the contract. DYCD will notify contractors in advance of any amendment and its possible implications.
- **Staff to Participant Ratios.** Pursuant to the SACC regulations for elementary school programs serving seven (7) or more youth under 13 years of age, the staff ratios shall be determined by the age of the youngest child in the group activity. For example, in group activities that include children under the age of 10, the maximum group size may not exceed 20 children, with one staff member per every 10 children.

Age of Child	Minimum Staff to Child Ratio	Maximum Group Size
Through 9 years	1:10	20 youth
10-12 years	1:15	30 youth

Staff ratios applicable to summer camps and field trips are:

Age of Child	Minimum Staff to Child Ratio	Maximum Group Size
Less than 6 years	1:6	N/A
6-7 years	1:9	N/A
8 years and over	1:12	N/A
All ages on field trips	1:5	N/A

- **Snacks and Meals.** The contractor shall provide a healthy snack for participants in programs operating three or more hours on any given day and a meal in programs operating more than four hours a day. At DOE school sites, DOE will cover the costs of snacks. At NYCHA sites, NYCHA will cover the costs of the snacks and meals.

Information regarding the availability of subsidized snacks and meals may be obtained from DOE’s Office of School Food and Nutrition at <http://www.opt-osfns.org/> and from the federal summer food program at <http://www.fns.usda.gov/cnd/summer/>.

- **Facilities.** The program facility shall be easily accessible by public transportation. Pursuant to the Americans with Disabilities Act (ADA), the facility shall be accessible in accordance with the ADA Accessibility Guidelines for Buildings and Facilities, or appropriate alternative measures must be taken to ensure that services are accessible to persons with disabilities.

- **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 for, nor funds applied to, other uses. All contract payments shall be subject to audit.

C. Agency Assumptions Regarding Organizational Capability

DYCD's assumptions regarding the contractor organization are:

- The 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.
- The contractor would be fiscally sound and capable of managing the program.

D. Program Design

Populations to be served

- In general, the youth served through OST programs would be enrolled in school in grades K-6 and reside in the City.
- Youth who are eligible for State subsidized child care funded locally through the ACS and HRA would be given priority for enrollment.
- Contractors would tailor outreach efforts and services to address the needs of specific communities as appropriate to their program focus and target population. School-based programs would not restrict enrollment to youth who attend the school serving as a site for the program, but would recruit participants from the surrounding communities.

Contractor/Staff Qualifications

- Programs serving 100 or more youth annually would be staffed with a full-time, on-site coordinator.
- The contractor and/or key staff would have at least 2 years of successful experience within the past 5 years providing services to youth ages 6 through 12.
- The contractor and program staff would know the backgrounds and cultures of program participants and surrounding communities and be able to integrate this information in service delivery.
- The contractor would ensure that key staff are qualified and appropriately trained in areas including, but not limited to, youth development, education, DOE's Conflict of Interest Board Statement (see Appendix H), youth safety, services for youth with disabilities, and cultural diversity.
- The contractor would provide opportunities for ongoing professional development of staff and volunteers.

Program Facility

- The program facility would be located in the proposed borough and zip code.
- The program facility would be of adequate size and design to accommodate program staff, participants, and program activities, including physical activities.
- The contractor would develop a written security plan in coordination with schools, NYCHA, and/or the local police precinct, as applicable, and subject to DYCD approval prior to completion of contract negotiations. The security plan would detail emergency procedures and the means by which the safety and security of program participants and the program site would be maintained throughout the entire operation, from opening to closing. The emergency procedures would provide information about first aid and CPR training, as well as evacuation procedures. The evacuation procedures would be posted in a conspicuous place in the program.
- For purposes of conducting business with DYCD, the contractor would provide its program director with PC-based computer access at the OST program site, maintain internet service, and establish e-mail addresses for both its executive director and OST program director. The contractor also would provide its program director with adequate space for program files and student documentation.

For public school-based programs:

- The contractor would not be responsible for the opening fees and security coverage for OST programs located in public school facilities.
- The security plan would also address the safety and security of school property and would be approved in writing by the school principal prior to completion of contract negotiations.

E. Program Elements

- The contractor would develop a policy, procedures, and personnel manual that includes the program elements that follow.
- The contractor would develop guidelines and procedures to govern youth participation in the program, subject to approval by DYCD.
- The contractor would develop procedures to ensure that services are appropriately provided. These procedures would include, but would not be limited to, monitoring, self-assessment, and follow-up.
- The contractor would provide information and referral for participants, as appropriate, with respect to services that are needed but fall outside the scope of the contractor's program.
- **Duration/Hours of Operation**. The duration/hours of operation for elementary school programs are as follows:

Elementary school programs would operate for a minimum of 36 weeks during the school year and for a minimum of 15 hours per week. In addition, programs would operate for a minimum of 3 hours per day beginning immediately after the school day

ends (e.g., 2:40-5:40 p.m. or 3:00-6:00 p.m.), Monday through Friday. For 20 school closing days, programs would remain open and operate for a minimum of 10 hours per day (e.g., 8:00 a.m. – 6:00 p.m.). During the summer, elementary school programs would operate for a minimum of 8 weeks with a minimum of 50 hours per week.

Proposers unable to meet the schedule above due to a religious observance may make up the time on another day in that week, as long as the total number of hours for the subject week equals the minimum required hours. Similarly, contractors unable to meet the schedule due to the target populations' enrollment in a charter school or other school with an extended day schedule (e.g., school closing is 4:00 p.m.) may make up the time on another day in that week, as long as the total number of hours for the subject week equals the minimum required hours. In these circumstances, proposers may propose to make up the requisite time by offering programs on Saturdays and/or Sundays.

Reduced hours: DYCD will consider proposals to serve participants for “reduced hours” of no fewer than 370 hours (i.e., 50 percent of the hours required for a full school-year component of the program) during the school year. Such “reduced hours” programs may, but are not required to, offer participants OST services on the 20 “school closing” days referenced above. For such proposals, the maximum price per participant will be reduced proportionately.

Participants enrolled in the summer component may attend a DOE summer school program. For such participants, there will be no reduction in the maximum price per participant paid by DYCD, and the time they are scheduled to attend summer school will qualify toward meeting the OST minimum hourly requirements. For reporting purposes, such participants' daily attendance will be determined based on their participation in the OST program activities that take place following summer school sessions.

- **Outreach and Recruitment.** The contractor would develop and implement an effective outreach and recruitment plan to identify and enroll youth residing in the proposed borough and zip code area, as applicable. Priority would be given to recruiting youth who are eligible for State subsidized child care.
- **Safe Passage.** OST programs that are in walking distance of an elementary school (regardless of whether the OST program is school-based or center-based) are required to ensure that with parental consent, participants are accompanied from the local elementary school to the program site.
- **DYCD Application and Enrollment Form.** The contractor would complete and submit an OST universal application and enrollment packet, designed by DYCD, for each participant. For each enrollment, the contractor would enter the information electronically into the OST Online database.
- **Enrollment and Attendance.** The contractor would meet its contracted enrollment goals for the proposed program. The contractor would maintain a record of unduplicated enrollments. To benefit from an OST program, participants should

attend on a regular basis. To capture daily attendance rates, the contractor would maintain enrollment and daily attendance records for each individual participant. The contractor would be required to utilize DYCD's OST Online database.

- **Orientation.** The contractor would provide program orientation to youth and parents or guardians.
- **Parent Involvement.** The contractor would work with the school's parent coordinator to develop a plan to engage the parents or guardians of participants.
- **Participant Input.** The contractor would provide opportunities for participants to have input into planning and designing program activities, as appropriate given their age(s).
- **Cultural Awareness.** The contractor would ensure that the program environment is welcoming to all participants. The contractor would also encourage program participants to explore their cultural identity and increase their awareness of diverse cultures.
- **Emergency Contacts.** The contractor would maintain a file containing emergency contacts for each participant, including names, addresses, telephone numbers, and place(s) at which the parents or guardians can be reached in case of an emergency.
- **Outcome Tracking and Reporting.** The contractor would track, record, and report outcomes for its enrolled youth.
- **Evaluation of OST Programs.** Current OST programs are being evaluated (see footnote 1 on page 6). Should an evaluation of the OST Elementary School Expansion programs be implemented, the contractor would be required to participate in the evaluation.

F. Program Goals and Approach

The nine overall goals of OST programs are:

Goal 1: Provide a healthy, safe environment

Goal 2: Foster high expectations for participants

Goal 3: Foster consistent and positive relationships with adults and peers and a sense of community

Goal 4: Support the needs of working families

Goal 5: Support healthy behavior and physical well-being

Goal 6: Strengthen young people's academic skills

Goal 7: Support the exploration of interests and the development of skills and creativity

Goal 8: Support youth leadership development

Goal 9: Promote community engagement and respect for diversity

- *OST Goals 1, 2, 3, 4, 5, and 6* are required for elementary school programs. Contractors are encouraged to address additional OST goals in their programs.
- The contractor would offer participants a balanced mix of activities, including academic enrichment, homework help, recreation, and physical activity. All programs would provide opportunities and support for participants to complete their homework. DYCD encourages academic enrichment activities that address the

academic needs of participants, are research-supported, and reinforce and augment, rather than repeat, school-day instruction.

- The contractor would accomplish the applicable OST goals through the program requirements prescribed in this RFP and the specific program activities proposed.

See Appendix E, OST Goals Chart, for program requirements and examples of program features and activities that align with each goal. See also Attachment 3, Program Activities Schedule. (Please note that the instructions for completing Attachment 3 provide the following activity categories: academic enrichment; career awareness/school-to-work transition; life skills; community building; physical recreation; arts and culture.)

G. Staff Development and Training

- The contractor would recruit, screen, hire, and train staff to provide the proposed programs and services for the OST program.
- The contractor would ensure that key staff are appropriately trained in areas including, but not limited to, youth development, education, child abuse prevention and reporting, services for youth with disabilities, and cultural diversity. In addition, contractors should plan to allow staff to attend training sponsored by DYCD, as necessary.
- If volunteers are utilized, the contractor would ensure that they are appropriately screened, trained, and supervised.
- The contractor would create staff development and career ladder opportunities for OST staff. OST staff will be eligible to participate in DYCD Scholars, a certificate program for front-line workers sponsored by DYCD. DYCD Scholars offers a sequence of five courses comprising one non-credit preparatory bridge course and four CUNY college courses in the field of youth studies.
- The contractor would ensure that appropriate staff members attend mandatory training on DYCD's OST Online.
- OST program directors would attend meetings and other trainings as deemed appropriate by DYCD.

H. Linkages

- For a program located in a NYCHA facility, the contractor would establish linkages with pertinent NYCHA departments and the local Resident Association.
- For a program located in a public school not listed in Appendix G-3, the contractor would submit a linkage agreement signed by the principal of the host school.
- For all locations, the contractor would establish linkages with surrounding schools, appropriate community groups, and other service providers to enhance program services.

SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL

A. Proposal Format

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

- Type should be 12-point font size.
- The proposal preferably should be **no more than 20 pages**, excluding requested attachments.
- The proposal should be typed on both sides of 8 ½” x 11” white paper.
- Lines should be **double-spaced** with no less than 1” margins.
- Pages, including attachments, should be numbered sequentially from 1 through to the end and include a header or footer identifying the proposer.
- The proposal should include a table of contents.
- The City of New York requests that all proposals be submitted on paper with no less than 30 percent postconsumer material content, *i.e.*, the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency (for any changes to that standard, please consult: <http://www.epa.gov/epg/products/printing.htm>).

Note: Failure to comply with any of the above instructions will not make the proposal non-responsive.

B. Proposal Summary Form

The Proposal Summary Form, Attachment 1, transmits the proposer’s Proposal Package to DYCD. Appropriate documentation to demonstrate the proposer’s compliance with all applicable Minimum Qualification Requirements should be attached to Attachment 1. An authorized representative of the proposer must sign and date the completed Proposal Summary.

C. Program Proposal

The Program Proposal is a clear, concise narrative that addresses the following:

Experience (Preferable page limit: 5 pages, excluding requested attachments)

- Describe the successful, relevant experience of the proposer and key staff within the past five years in providing OST programs as described in Section III-Scope of Services.
- Describe the experience of the organization and key staff in providing services in the proposed zip code and to the population(s) to be served. Demonstrate that key staff know the background and culture of program participants.

- For each key staff position, attach a job description, including qualifications that will be required, and resumes for those staff that have been identified.
- Provide at least two letters of support from members of the local community such as community board members, elected officials, civic associations, faith-based organizations, parent groups, and community leaders, confirming the organization's successful experience in providing services in the proposed borough/zip code.
- Attach a list of at least two relevant references from funding sources other than DYCD, including the name of the reference entity, and a brief statement describing the relationship between the proposer or proposed subcontractor, as applicable, and the reference entity. Indicate the name, title, and telephone number of a contact person at the reference entity for the proposer and each proposed subcontractor, if any. If there are no funding sources other than DYCD, other relevant references may be listed.

Organizational Capability (Preferable page limit: 3 pages, excluding requested attachments)

Demonstrate the proposer's organizational capability (programmatic, managerial, and financial) to carry out the program described in Section III-1 Scope of Services. Specifically, include the following:

- Demonstrate the organization's capability to integrate the proposed program into its overall operations.
- If the organization operates other DYCD programs (*e.g.*, OST programs or a Beacon Community Center program) at the proposed site, demonstrate the organization's capability to meet the contractual obligations of all DYCD programs, including the proposed program, at the site.
- Describe the organization's internal monitoring system and demonstrate its effectiveness in identifying program, personnel, and fiscal issues.
- Indicate whether or not the proposed program facility will be a school-based site. If so, describe the following: 1) the proposer's familiarity and/or existing working relationship, if any, with the proposed school; and 2) the proposer's ability to successfully operate at the proposed school site.
- Complete and submit the Corporate Governance Certification (Attachment 2). In addition, describe the Board of Directors' and executive staff's ties to the community(ies) to be served, and describe how they will be involved in the proposed program.
- Indicate whether or not the proposer has submitted more than one proposal in response to this RFP. If so, demonstrate the organization's capability (programmatic, managerial, and financial) to successfully provide all the proposed programs, as indicated on the Proposal Summary Form (Attachment 1), concurrently.
- Attach an organization chart for the proposing organization and proposed program, describing how the proposed program and key staff will relate to the overall organization.
- Attach a copy of the most recent financial audit of the organization conducted by a Certified Public Accountant, indicating the period covered **OR**, if no audit has been

performed, the organization's most recent financial statement, indicating the period covered, **AND** an explanation of why no audited financial statement is available.

- State whether or not the organization is required to file with the State Attorney General's Office of Charities Registration, and if so, attach a copy of the most recent Financial Annual Report filed with that office, indicating the period covered.
- State whether or not the organization is required to file with the federal Office of Management and Budget pursuant to Circular A-133, and if so, attach a copy of the latest report filed with that office, indicating the period covered.

Program Approach (Preferable page limit: 10 pages, excluding requested attachments)

Describe in detail how the proposer will provide the proposed program and demonstrate that the proposed program approach will fulfill the applicable OST program goals prescribed in Section III-Scope of Services. Specifically, include the following:

Target Population

- Describe the program participants, including the number of youth to be served annually, age range, characteristics (*e.g.*, gender, demographic information), and the need for OST Elementary School Expansion program services. List the school(s) and neighborhoods from which participants will be recruited.
- Describe outreach strategies to recruit children eligible for State subsidized child care.
- Demonstrate the proposer's knowledge of the geographic area(s) from which the target population will be drawn.
- Discuss the proposer's assumptions about the population to be served and demonstrate how the proposed services will build on a young person's strengths and address the areas in need of improvement.

Program Facility

- Specify whether the program facility will be school-based or center-based and, if school-based, indicate the name of the school.
- Specify any other similar programs, including DYCD-funded OST or Beacon Community Center programs, that are operating at the proposed site.
- Indicate the address of the program facility site, including the DOE school district, borough, and number (DBN), and demonstrate that the proposer will have site control for at least the duration of the initial contract term. Leases or letters of commitment from schools or building owners should be submitted.
- Describe the proposed program facility.
- Demonstrate that it is adequate to accommodate program activities.
- Demonstrate that the proposed program facility is accessible by public transportation.
- State whether or not the facility is accessible in accordance with the ADA Accessibility Guidelines for Buildings and Facilities; if not, describe how the proposer will make services accessible to persons with disabilities.

Staffing

- Indicate the number of salaried and non-salaried, if any, staff positions that will be utilized to provide the program, and demonstrate that the program is sufficiently staffed to assist participants to achieve the program goals.
- Describe the staffing pattern, indicating the relationship among supervisors, line staff, and volunteers.
- If the proposed program would serve 100 or more youth annually, identify the full-time, on-site coordinator.

Consultant/Subcontractor Services

Describe the nature of any consultant or subcontractor services and how they will assist the proposer to implement the proposed program. Submit a statement indicating the scope of the consultant or subcontractual agreement and signed by authorized representatives of the applicant and the consultant or subcontractor.

Staff Development and Training

Describe the training and career ladder opportunities for OST program staff, including volunteers.

Program Elements

Describe in detail how each Program Element set forth in Section III-Scope of Services will be implemented, including the process to be used, staff assigned, and time frames for outreach, recruitment, and orientation. Include a description of how the proposer will market the program to families and youth eligible for State subsidized child care. See Appendix D for a list of DOE schools with children in families eligible for State subsidized child care.

Program Activities

Using the instructions provided, complete the Program Activities Schedule (Attachment 3) indicating, for each OST goal identified for the proposed program, the respective specific activity(ies) that will be provided under the OST program.

- In the proposal narrative, for each activity identified in the Program Activities Schedule (Attachment 3), indicate the following:
 - ✓ Number and type of staff assigned to conduct the activit(ies)
 - ✓ How the activity will contribute to program goals
 - ✓ Location of any activity(ies) offered at a site other than the proposed program site(s)

- Demonstrate the age appropriateness of the program services and activities for the elementary school level.
- Demonstrate the age appropriateness of the program services and activities for the elementary school level.

Note: If the proposed program is a “reduced hours” program, provide a justification for reduced hours based on religious observances and/or the provision of services to target population(s) that attend schools such as religious or charter schools with extended day schedules (*e.g.*, school closing is 4:00 p.m.) or other schools that do not follow the public school calendar with respect to “school closing” days during the school year.

Linkages

- Identify and describe each proposed linkage with surrounding schools, appropriate community groups, and other service providers and demonstrate how each will help achieve the applicable OST goals.
- Complete and attach a Linkage Agreement Form (Attachment 4) for each proposed linkage. Note that for a proposed program located in a public school not listed in Appendix G-3, the proposer is required to submit a linkage agreement signed by the principal of the host school.

D. Price Proposal

- Complete and submit the Budget Forms, including the budget calculator, for a twelve-month period beginning July 1 and ending June 30 (Attachment 5a).
- Provide a Budget Justification Narrative by attaching a separate, typed document (preferable page limit: two pages, not including attachments) describing and justifying how requested funds will be used to implement the proposed program. Proposers should ensure that the budget and justification are consistent with the proposed program. If the average price per participant falls below or exceeds the maximum DYCD price per participant, proposers must offer justification.
 - **Personnel:** Describe each position and its function of the proposed OST program. Indicate the time that employees will work in the program (*i.e.*, year round, during the school year, every day).
 - **OTPS:** Provide a description of the items that are included in each line of this section. If an “other” line is budgeted, please provide relevant detail and how it relates to the program model.
 - **Indirect costs:** Describe what organizational expenses will be covered under the indirect cost section. If salaries are included, indicate the title and the percent of the salary that will be charged to this line. No salaries included in the personnel section of the budget may be included in the indirect costs.

- **Proposer’s cash contribution:** Identify the source of any cash contributions. Indicate the amount and state how the contributions will be used to enhance the proposed program. Document the source(s) of the cash contributions by submitting the applicable Letter of Intent noted below.
 - **Cash contribution from existing non-government sources**
Proof of the cash contribution should be a Letter of Intent submitted with the proposal, signed by the proposer’s Executive Director Executive Director or Chairperson of the Board, indicating the amount of the contribution, the source of the funds, the purpose for which the funds will be used and the time period in which the funds must be spent.
 - **Cash contribution from committed non-government sources**
Proof of the cash contribution should be a Letter of Intent from the funding source signed by an authorized representative indicating the amount of the committed funds, the expected date the funds will be delivered, the time period within which the funds must be spent, and the purpose for which the funds are to be used.

E. Certification Regarding Substantiated Cases of Client Abuse or Neglect

Complete and submit the Certification Regarding Substantiated Cases of Client Abuse or Neglect (Attachment 6).

F. Acknowledgment of Addenda

The Acknowledgment of Addenda (Attachment 7) serves as the proposer’s acknowledgment of the receipt of addenda to this RFP that may have been issued by DYCD prior to the Proposal Due Date and Time, as set forth in Section I (C) above .

G. 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.

1. A sealed inner envelope labeled “Program Proposal,” containing one original set and eight (8) duplicate sets of the documents listed below in the following order:
 - Proposal Summary Form (Attachment 1)
Attachments to Proposal Summary Form (Attachment 1) to demonstrate compliance with applicable Minimum Qualification Requirements:
 - ✓ Copy of 501(c)(3) exemption certificate **OR** copy of the application for such status.
 - ✓ Copy of Certificate of Incorporation as a not-for-profit organization **OR** copy of the application for such status.
 - Program Proposal
 - ✓ Narrative
 - ✓ Corporate Governance Certification (Attachment 2)
 - ✓ References for the Proposer and, if applicable, each Subcontractor
 - ✓ Resumes and/or Description of Qualifications for Key Staff Positions
 - ✓ Letters of Support
 - ✓ Organization Chart
 - ✓ Financial Statement or a statement as to why no report or statement is available
 - ✓ Program Activities Schedule (Attachment 3)
 - ✓ Linkage Agreement (Attachment 4)
 - Price Proposal
 - ✓ Budget Forms (Attachment 5a), including the Budget Calculator
 - ✓ Budget Justification Narrative
 - ✓ Letters of Intent, if applicable
 - Certification Regarding Substantiated Cases of Client Abuse or Neglect (Attachment 6)
 - Acknowledgement of Addenda (Attachment 7)

2. For each proposal submitted, enclose the documents listed above in a sealed envelope and deliver to Ava B. Walker, Deputy Agency Chief Contracting Officer, Office of Contract Procurement, NYC Department of Youth and Community Development, 156 William Street, 2nd Floor, New York, NY 10038. Label the envelope with the proposer's name and address, "Out-of-School Time (OST) Programs for Youth - Elementary School Expansion," "PIN 26007OSTERFP," the competition being proposed, and the name and telephone number of the proposer's contact person.

**SECTION V - PROPOSAL EVALUATION AND CONTRACT AWARD
PROCEDURES**

A. Evaluation Procedures

All proposals accepted by DYCD will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by DYCD to be non-responsive will be rejected. DYCD's Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. DYCD reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as DYCD deems applicable and appropriate. A site visit after award, but prior to contract execution may occur. 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.

B. Evaluation Criteria

- Demonstrated quantity and quality of successful relevant experience 40 percent
- Demonstrated level of organizational capability 20 percent
- Quality of proposed approach 40 percent

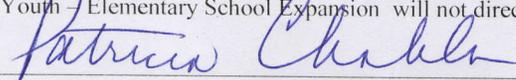
C. Basis for Contract Award

Contracts will be awarded 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 which are set forth in this RFP, however,

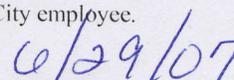
- DYCD reserves the right to make contract awards to ensure: 1) appropriate distribution of necessary services and programs across geographic areas, taking into account the location of OST and Beacon Community Center or other elementary-level after-school programs, grade levels, and target populations; and 2) program diversity (*e.g.*, program type, size, and duration).
- If a proposer is eligible for more than one contract award from this RFP, DYCD reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, how many, for what level of services and for which competition the proposer will be awarded a contract, and the dollar value of each such contract.
- DYCD reserves the right to award less than the full amount of funding requested by each proposer.
- Contract award would be subject to the timely completion of contract negotiations between DYCD and the selected proposers.

SECTION VIII - 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) 669-2797. 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. **Overall Provisions** 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 Mayor's Office of Contracts at (212) 788-0010.
- 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: New York City Fair Share Criteria, New York City MacBride Principles Law; submission by the proposer of the New York City Department of Small Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/ Certificates 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 DYCD 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. DYCD 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 DYCD prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of DYCD 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 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.
- 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 Department of Youth and Community Development has determined that the contract(s) to be awarded from this Request for Proposals (PIN: 26007OSTERFP) for Out-of-School Time Programs for Youth - Elementary School Expansion will not directly result in the displacement of any New York City employee.



Agency Chief Contracting Officer



Date

TARGET ZIP CODE MAPS AND METHODOLOGY

**OUT-OF-SCHOOL TIME PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION
REQUEST FOR PROPOSALS
PIN #: 26007OSTERFP**

OST TARGET ZIP CODES FOR ELEMENTARY SCHOOL EXPANSION

Bronx	Brooklyn	Manhattan	Queens	Staten Island
10451	11203	10002	11101	10301
10452	11204	10009	11102	10304
10453	11205	10025	11106	10310
10454	11206	10026	11355	
10455	11207	10027	11368	
10456	11208	10029	11369	
10457	11211	10030	11372	
10458	11212	10031	11373	
10459	11213	10032	11377	
10460	11214	10033	11385	
10462	11216	10034	11418	
10463	11218	10035	11434	
10466	11219	10039	11435	
10467	11220	10040	11691	
10468	11221			
10469	11223			
10472	11224			
10473	11225			
10474	11226			
	11229			
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	11233			
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	11236			
	11237			
	11238			

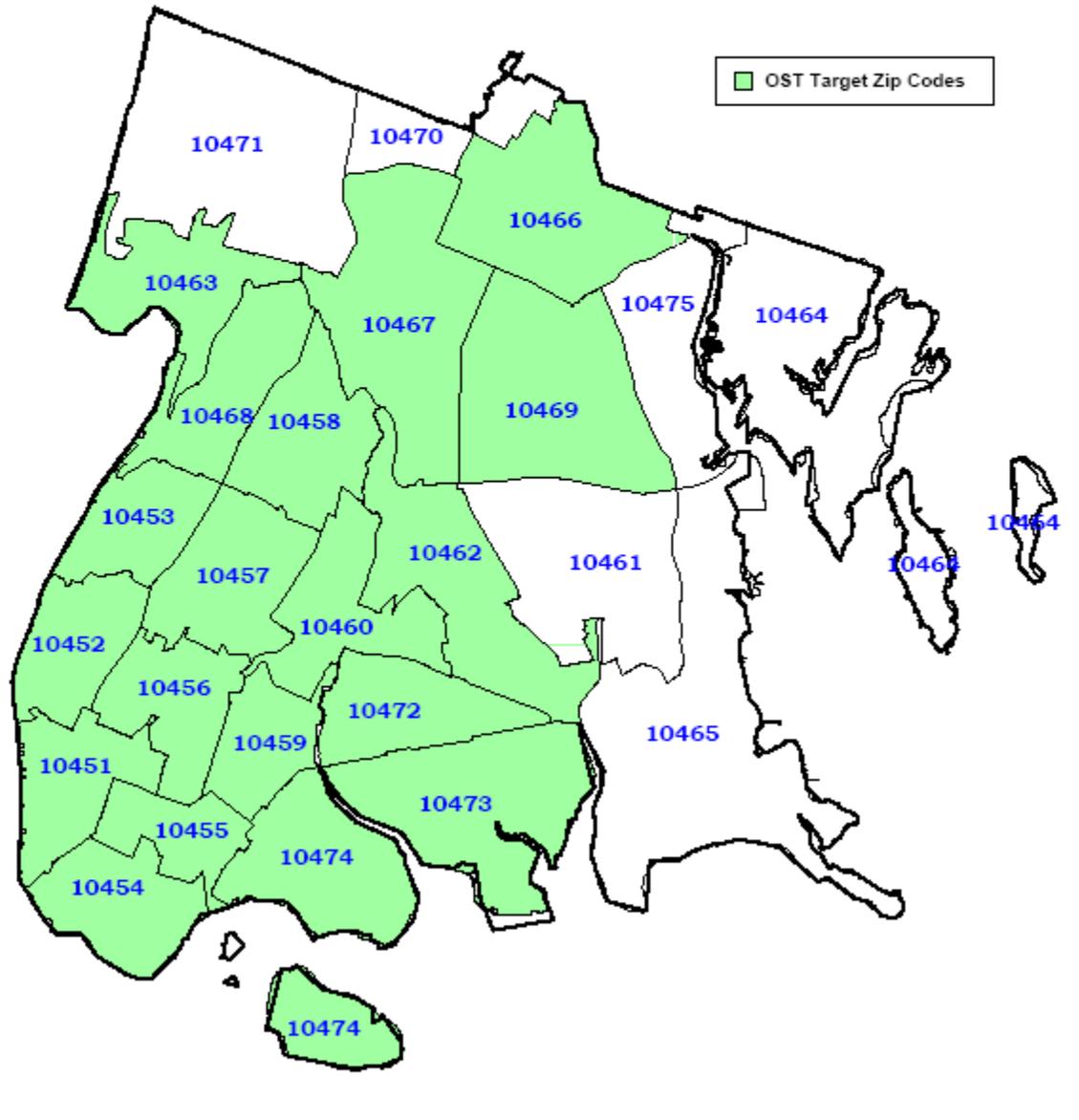
METHODOLOGY FOR IDENTIFYING OST TARGET ZIP CODES FOR ELEMENTARY SCHOOL EXPANSION

To rank the zip codes, DYCD used a composite formula which included the following six variables: youth population ages 6-15 years; youth poverty rate at 100% of poverty line; rate of youth ages 16-19 years that are not in school, not high school graduates, and not in the labor force; number of English language learners (ELL) students in public school; number of single parent families with related children under 18 years of age; and number of children eligible for State subsidized child care.

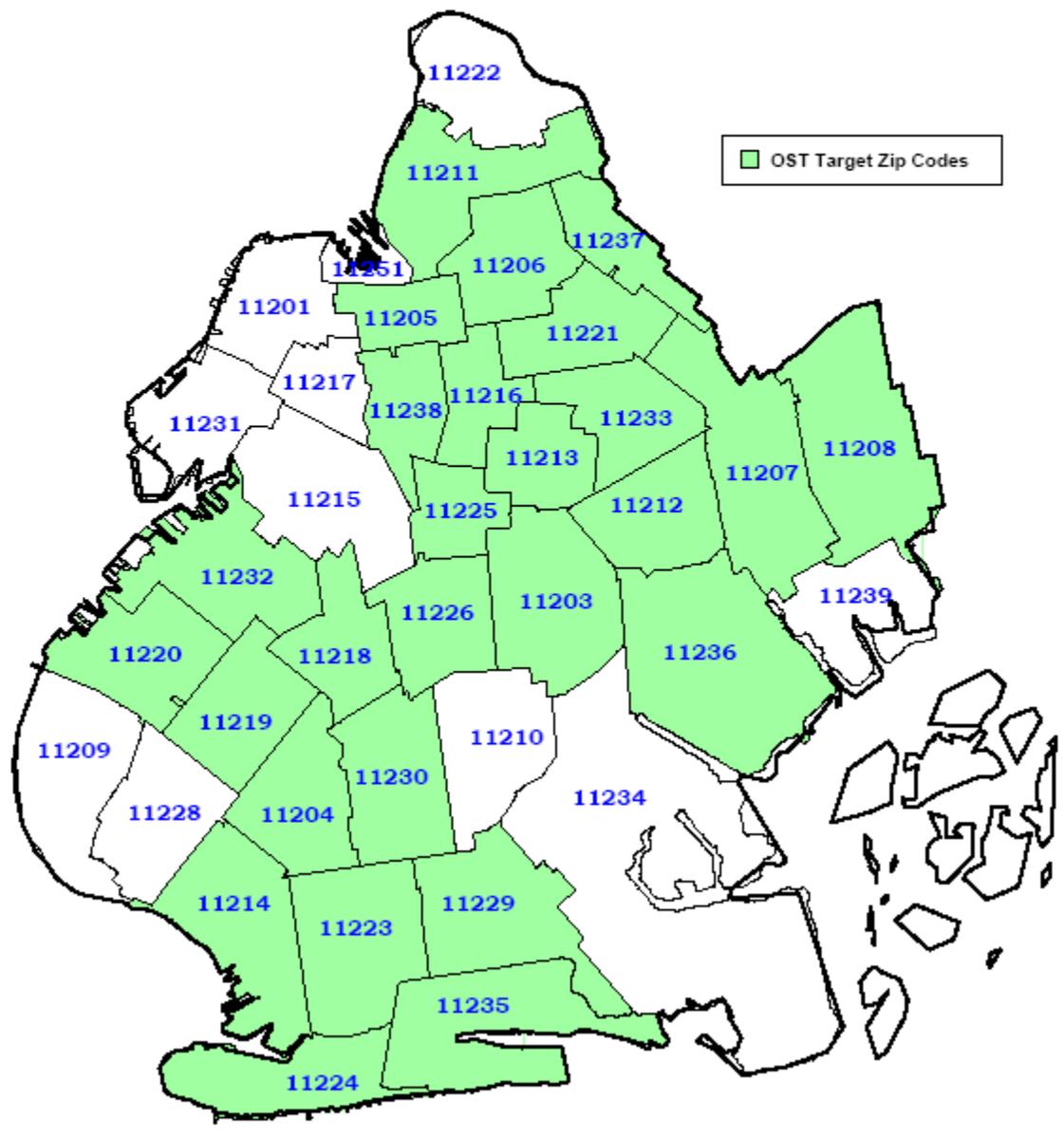
For each variable, all zip codes in the City were ranked from highest to lowest need (score of 1 = highest need). Each zip code was then given a total score by adding up its rankings for each of the 5 variables. A final ranking was done based on each zip code's *total* score.

To identify the target zip codes, DYCD selected the highest ranked 75 zip codes, regardless of borough. Because children in Staten Island cannot easily be served by programs in other boroughs (due to transportation issues), DYCD selected the three highest need zip codes in Staten Island.

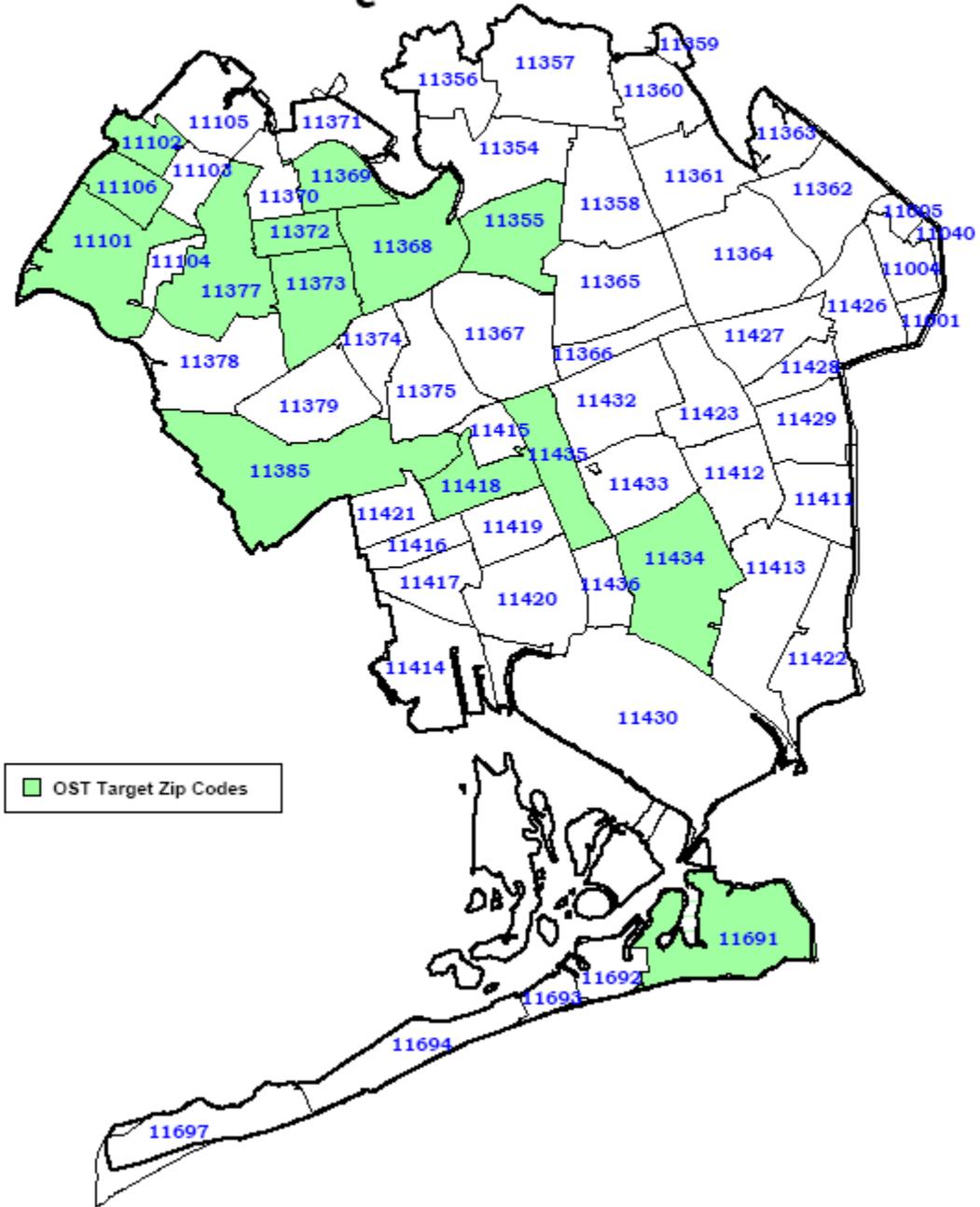
Out of School Time Programs: Elementary School Expansion Target Zip Codes by Borough The Bronx



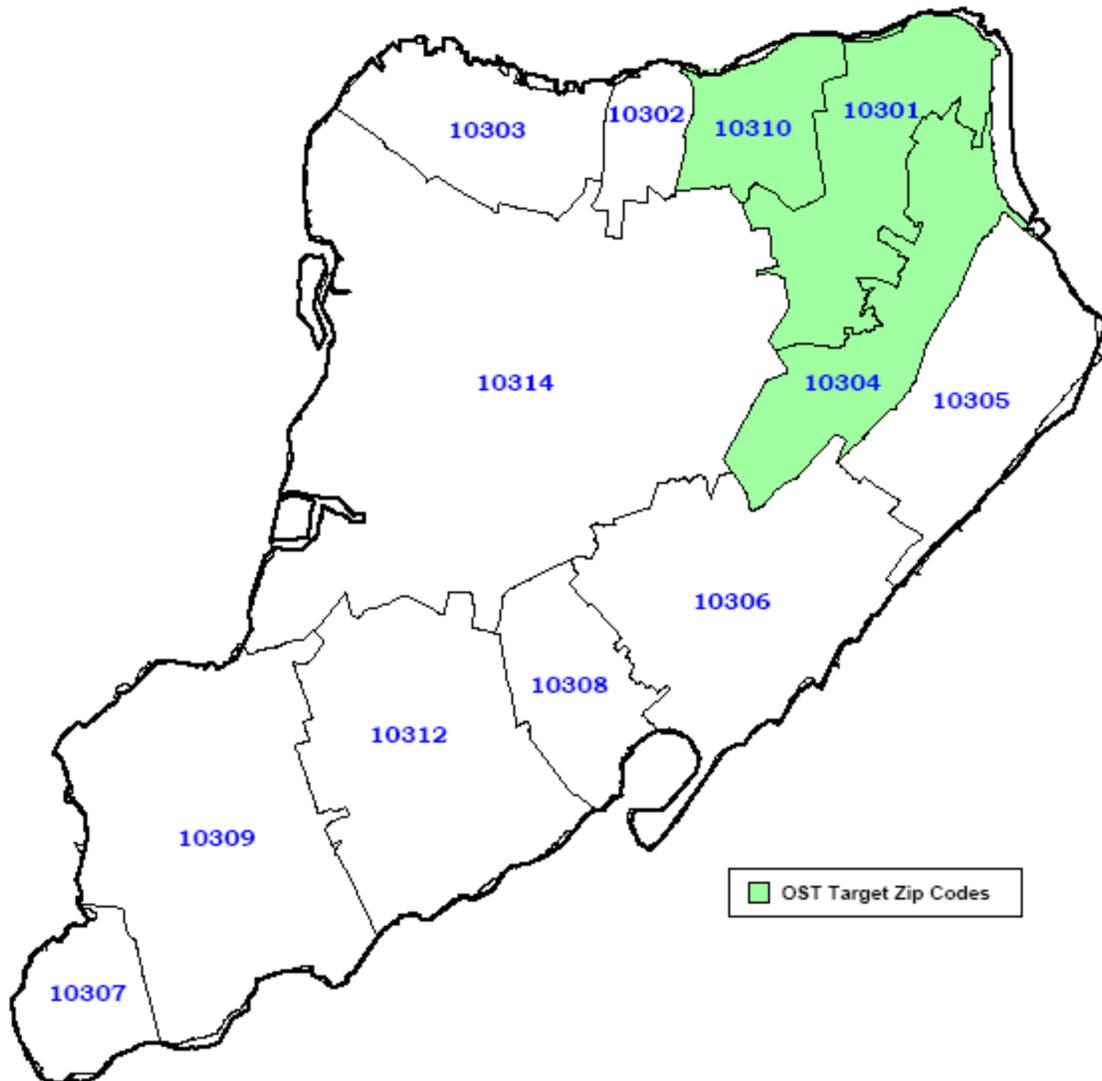
Out of School Time Programs: Elementary School Expansion Target Zip Codes by Borough Brooklyn



Out of School Time Programs: Elementary School Expansion Target Zip Codes by Borough Queens



**Out of School Time Programs:
Elementary School Expansion
Target Zip Codes by Borough
Staten Island**



APPENDIX B

CURRENT OST OPTION I ELEMENTARY-LEVEL SITES

**OUT-OF-SCHOOL TIME PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION
REQUEST FOR PROPOSALS
PIN #: 26007OSTERFP**

Note that DYCD will not fund programs proposed for current OST Option I elementary-level sites.

Contract #	Provider Full Name	Program Full Name	Program Address	Program City	Program Borough	Program Zip Code
109007	East Side House Settlement, Inc.	Patterson Community Center	340 Morris Avenue	Bronx	Bronx	10451
101006	New Settlement Apartments	New Settlement Apartments	1512 Townsend Avenue	Bronx	Bronx	10452
101015	Women's Housing and Economic Development Corporation (WHEDCO)	Rafael Hernandez Dual Language Magnet School	1220 Gerard Avenue	Bronx	Bronx	10452
101016	Woodycrest Center For Human Development	Public School 126 - Dr. Marjorie H. Dunbar	175 West 166th Street	Bronx	Bronx	10452
101001	Bronx Arts Ensemble	Community Elementary School 109 - Sedgwick School	1771 Popham Avenue	Bronx	Bronx	10453
101009	Good Shepherd Services/Bronx	Alliance for Youth-PSMS 15 and PS291	2195 Andrews Avenue	Bronx	Bronx	10453
101010	Good Shepherd Services/Bronx	Public School 79 - Creston Elementary	125 E. 181st Street	Bronx	Bronx	10453
101012	Supportive Childrens Advocacy Network (SCAN)	Public School 230 - Dr. Roland N. Patterson	275 Harlem River Park Bridge	Bronx	Bronx	10453
109006	East Side House Settlement, Inc.	Public School 220	468 East 140th Street	Bronx	Bronx	10454
109008	East Side House Settlement, Inc.	Mill Brook Community Center	201 St. Ann's Avenue	Bronx	Bronx	10454
102003	Citizens Advice Bureau, Inc.	Avenue St. John Family Services	666 Southern Boulevard	Bronx	Bronx	10455
102004	Citizens Advice Bureau, Inc.	Public School 130 - Abram Stevens Hewitt Elementary	750 Prospect Avenue	Bronx	Bronx	10455
101002	Citizens Advice Bureau, Inc.	Citizens Advice Bureau/Girls Club of New York	1130 Grand Concourse	Bronx	Bronx	10456
102007	Kips Bay Boys & Girls Club	Public School 140 - Eagle Elementary	916 Eagle Avenue	Bronx	Bronx	10456
101007	New Settlement Apartments	CES 88	1340 Sheridan Avenue	Bronx	Bronx	10456
101013	The After School Corporation	Public School 2	1260 Franklin Avenue	Bronx	Bronx	10456
101008	New York City Mission Society	Community Elementary School 28 - Mount Hope School	1861 Anthony Avenue	Bronx	Bronx	10457
101011	Supportive Childrens Advocacy Network (SCAN)	Public School 42 - Claremont	1537 Washington Avenue	Bronx	Bronx	10457
101014	The After School Corporation	Public School 58	459 East 176th Street	Bronx	Bronx	10457
101004	Madison Square Boys & Girls Club	Columbus Clubhouse Elem.	543 East 189 Street	Bronx	Bronx	10458
101005	Mosholu Montefiore Community Center, Inc.	Public School 8 - Isaac Varian	3010 Briggs Avenue	Bronx	Bronx	10458
102010	Simpson Street Development Association, Inc.	IS 217 - Rafael Hernandez School	977 Fox Street	Bronx	Bronx	10459

102011	Sports and Arts In Schools Foundation, Inc.	Public School 134	1330 Bristow Street	Bronx	Bronx	10459
102002	Casita Maria, Inc.	Public School 50	1550 Vyse Ave	Bronx	Bronx	10460
102006	Kips Bay Boys & Girls Club	Community Elementary School 102 - Joseph O. Loreta	1827 Archer Street	Bronx	Bronx	10460
102013	The Childrens Aid Society	Community Elementary School 61	1550 Crotona Park E	Bronx	Bronx	10460
102014	Tremont Crotona Day Care Center, Inc	Tremont Crotona Day Care Center, Inc	1600 Crotona Park E	Bronx	Bronx	10460
102017	YMCA of Greater New York/Bronx	Public School 14 - John D. Calandra	3041 Bruckner Boulevard	Bronx	Bronx	10461
102012	Sports and Arts In Schools Foundation, Inc.	Public School 83 - Donald Hertz	950 Rhinelander Avenue	Bronx	Bronx	10462
102015	YMCA of Greater New York/Bronx	P.S. / M.S. 194X	1301 Zerega Avenue	Bronx	Bronx	10462
102008	Mosholu Montefiore Community Center, Inc.	Public School 21 - Phillip M. Sheridan Elementary	715 E. 225th Street	Bronx	Bronx	10466
102001	Phipps Community Development	Public School 112	1925 Schieffelin Ave	Bronx	Bronx	10466
102009	Neighborhood Initiatives Development Corporation	Public School 96 - Richard Rodgers Elementary	650 Waring Avenue	Bronx	Bronx	10467
101003	Inwood House	Public School 33 - Timothy Dwight Elementary	2424 Jerome Avenue	Bronx	Bronx	10468
102005	East Bronx NAACP Day Care Center	East Bronx NAACP Day Care Center	1113 Colgate Avenue	Bronx	Bronx	10472
102016	YMCA of Greater New York/Bronx	YMCA of Greater New York/Bronx	2 Castle Hill Avenue	Bronx	Bronx	10473
108011	Sunset Bay Community Services, Inc	Warren Street Center for Children and Family	343 Warren Street	Brooklyn	Brooklyn	11201
107005	Federation of Italian-American Organizations of Brooklyn	Public School 48 - Mapleton Elementary	6015 18th Avenue	Brooklyn	Brooklyn	11204
108013	The After School Corporation	Community Partnership Charter School	241 Emerson Place	Brooklyn	Brooklyn	11205
108012	The After School Corporation	Beginning With Children Charter School	11 Bartlett Street	Brooklyn	Brooklyn	11206
108016	YMCA of Greater New York/North Brooklyn YMCA	YMCA of Greater New York/Eastern District	125 Humboldt Street	Brooklyn	Brooklyn	11206
105002	Brooklyn Bureau of Community Services	Public School 149 - The Danny Kaye Elementary	700 Sutter Avenue	Brooklyn	Brooklyn	11207
105003	Brooklyn Bureau of Community Services	Public School 174 - Dumont Elementary	574 Dumont Avenue	Brooklyn	Brooklyn	11207

105004	Brooklyn Bureau of Community Services	Public School 306 - Ethan Allen Elementary	970 Vermont Street	Brooklyn	Brooklyn	11207
104002	Bushwick Community Action Association, Inc.	Bushwick Community Action Association, Inc	272 Moffat Street	Brooklyn	Brooklyn	11207
105011	Groundwork Inc.	IS 292 - Margaret S. Douglas	300 Wyona Street	Brooklyn	Brooklyn	11207
105009	Groundwork Inc.	Public School 260 - Breuckelen Elementary	875 Williams Avenue	Brooklyn	Brooklyn	11207
105010	Groundwork Inc.	Public School 328 - Phyllis Wheatley Elementary	330 Alabama Avenue	Brooklyn	Brooklyn	11207
105016	United Community Day Care Center, Inc	United Community Day Care Center, Inc.	613 New Lots Avenue	Brooklyn	Brooklyn	11207
105006	Cypress Hills Local Development Corporation	Public School 65 - Little Red School House of Cypress Hills	158 Richmond Street	Brooklyn	Brooklyn	11208
105007	Cypress Hills Local Development Corporation	Public School 89 - Cypress Hills Community	350 Linwood Street	Brooklyn	Brooklyn	11208
107003	Church Avenue Merchants Block Association, Inc.	Public School 170 - Lexington Elementary	7109 6th Avenue	Brooklyn	Brooklyn	11209
107006	Heartshare Human Services	Public School 102 - Bay View Elementary	211 72nd Street	Brooklyn	Brooklyn	11209
106006	Church Avenue Merchants Block Association, Inc.	Public School 269	1957 Nostrand Avenue	Brooklyn	Brooklyn	11210
106018	Midwood Development Corporation	Public School 193 - Gil Hodges Elementary	2515 Avenue L	Brooklyn	Brooklyn	11210
106019	Midwood Development Corporation	Public School 197	1599 E. 22nd Street	Brooklyn	Brooklyn	11210
108008	School Settlement	School Settlement	120 Jackson Street	Brooklyn	Brooklyn	11211
108006	St. Nicholas Neighborhood Preservation Corporation	Public School 19	325 South 3rd Street	Brooklyn	Brooklyn	11211
105005	Church Avenue Merchants Block Association, Inc.	Public School/Intermediate School 298	85 Watkins Street	Brooklyn	Brooklyn	11212
105015	The Salvation Army Community Center	Brownsville Community Center	280 Riverdale Avenue	Brooklyn	Brooklyn	11212
105017	YWCA of the City of New York (Main Branch)	Public School 327 - Dr. Rose B. English	111 Bristol Street	Brooklyn	Brooklyn	11212
106010	Friends of Crown Heights Educational Center	Friends of Crown Heights Day Care Center	36 Ford Street	Brooklyn	Brooklyn	11213
106013	Friends of Crown Heights Educational Center	Public School 221 - Touissant L'Ouverture	791 Empire Boulevard	Brooklyn	Brooklyn	11213
106014	George C. Conliffe Child Care Center	George C. Conliffe Child Care Center	1435 Prospect Place	Brooklyn	Brooklyn	11213

107004	Edith and Carl Marks Jewish Community House of Bensonhurst	Edith and Carl Marks JCH	7802 Bay Parkway	Brooklyn	Brooklyn	11214
107009	St. Rosalia-Regina Pacis Neighborhood Improvement	Public School 186 - Dr. Irving A. Gladstone Elementary	7601 19th Avenue	Brooklyn	Brooklyn	11214
108017	YMCA of Greater New York / Prospect Park	Public School 295	330 18th Street	Brooklyn	Brooklyn	11215
106011	Friends of Crown Heights Educational Center	Friends of Crown Heights Educational Center	671 Prospect Place	Brooklyn	Brooklyn	11216
106017	Haitian American	Haitian American (Sterling)	813 Sterling Place	Brooklyn	Brooklyn	11216
106016	Haitian American	Haitian American Day Care Center	1491 Bedford Avenue	Brooklyn	Brooklyn	11216
108015	The Salvation Army Community Center	Bedford Community Center	601 Lafayette Avenue	Brooklyn	Brooklyn	11216
108005	Imani House, Inc.	Public School 282	180 6th Avenue	Brooklyn	Brooklyn	11217
107001	Yeshiva Kehilath Yakov	Yeshiva Kehilath	1402 40th Street	Brooklyn	Brooklyn	11218
108009	SCO Family of Services	Public School 1	309 47 Street	Brooklyn	Brooklyn	11220
108014	The Salvation Army Community Center	Sunset Park Community Center	520 50 Street	Brooklyn	Brooklyn	11220
104001	Builders For Family & Youth of Diocese of Brooklyn (BFFY)	Public School 106 - Edward Everett Hale	1314 Putnam Avenue	Brooklyn	Brooklyn	11221
108001	Church Avenue Merchants Block Association, Inc.	PS/IS 25 - Eubie Blake School	787 Lafayette Avenue	Brooklyn	Brooklyn	11221
106020	Police Athletic League, Inc.	Police Athletic League (PAL)-Wynn Center	495 Gates Avenue	Brooklyn	Brooklyn	11221
104018	The Salvation Army Community Center	Bushwick Community Center	1151 Bushwick Avenue	Brooklyn	Brooklyn	11221
108049	North Brooklyn Development Corp	Public School 110	124 Monitor Street	Brooklyn	Brooklyn	11222
107015	YWCA of the City of New York (Main Branch)	Public School 188 - Michael E. Berdy Elementary	3314 Neptune Avenue	Brooklyn	Brooklyn	11224
107016	YWCA of the City of New York (Main Branch)	Public School 329 - Surfside Elementary	2929 W. 30th Street	Brooklyn	Brooklyn	11224
106002	Big Five Block Association Inc.	Five Block Day Care Center	995 Carroll Street	Brooklyn	Brooklyn	11225
106015	Grace Preschool Day Care Center	Grace Preschool Day Care Center	1800 Bedford Avenue	Brooklyn	Brooklyn	11225
106005	Church Avenue Merchants Block Association, Inc.	Public School 139 - Alexine A. Fenty Elementary	330 Rugby Road	Brooklyn	Brooklyn	11226
106007	Church Avenue Merchants Block Association, Inc.	Public School 249 - Caton Elementary	18 Marlborough Road	Brooklyn	Brooklyn	11226
106004	Church Avenue Merchants Block Association, Inc.	Public School 92 - Adrian Hegeman Elementary	601 Parkside Avenue	Brooklyn	Brooklyn	11226

106009	Flatbush Action Community Day Care Center, Inc.	Flatbush Action Community Day Care Center, Inc.	525 Parkside Avenue	Brooklyn	Brooklyn	11226
107010	St. Rosalia-Regina Pacis Neighborhood Improvement	Public School 229 - Dyker Elementary	1400 Benson Avenue	Brooklyn	Brooklyn	11228
106003	Brooklyn Chinese American Association	Public School 206 - Joseph F. Lamb Elementary	2200 Gravesend Neck Road	Brooklyn	Brooklyn	11229
107002	Chinese American Planning Council	Public School 153 - Homecrest Elementary	1970 Homecrest Avenue	Brooklyn	Brooklyn	11229
108003	Good Shepherd Services/Brooklyn	Public School 27 - Agnes Y. Humphrey Elementary	27 Huntington Street	Brooklyn	Brooklyn	11231
108004	Good Shepherd Services/Brooklyn	Public School 32 - Samuel Mills Sprole	317 Hoyt Street	Brooklyn	Brooklyn	11231
108010	Sports and Arts In Schools Foundation, Inc.	Public School 40 - Carver Elementary	265 Ralph Avenue	Brooklyn	Brooklyn	11233
106001	Bergen Beach Youth Organization	Public School 203 - Floyd Bennett Elementary	5101 Avenue M	Brooklyn	Brooklyn	11234
106022	YMCA of Greater New York/Flatbush Branch	Intermediate School 14 - Shell Bank	2424 Batchelder Street	Brooklyn	Brooklyn	11235
106021	Sesame Flyers International, Inc.	Intermediate School 68	956 East 82nd Street	Brooklyn	Brooklyn	11236
104003	Coalition for Hispanic Family Services	Public School 123 - Suydam Elementary	100 Irving Avenue	Brooklyn	Brooklyn	11237
104013	New Life Child Development Corporation	New Life Child Development Center #2	408 Grove Street	Brooklyn	Brooklyn	11237
104012	New Life Child Development Corporation	New Life Child Development Corporation	295 Woodbine Street	Brooklyn	Brooklyn	11237
104016	Ridgewood Bushwick Senior Citizens Council	Public School 86 - Irvington Elementary	220 Irving Avenue	Brooklyn	Brooklyn	11237
104015	Ridgewood Bushwick Senior Citizens Council	Ridgewood Bushwick Youth Center	1474 Gates Avenue	Brooklyn	Brooklyn	11237
106008	Community Counseling and Mediation	Community Counseling and Mediation	810 Classon Avenue	Brooklyn	Brooklyn	11238
108002	Fort Green Senior Citizen Council, Inc.	Young Minds Day Care Center	972 Fulton Street	Brooklyn	Brooklyn	11238
106012	Friends of Crown Heights Educational Center	Public School 22	443 St. Marks Avenue	Brooklyn	Brooklyn	11238
108018	YMCA of Greater New York/Dodge YMCA	Public School 11 - Purvis J. Behan Elementary	419 Waverly Avenue	Brooklyn	Brooklyn	11238
109005	Chinese American Planning Council	CPC Chung Pak/Chrystie Street School Age Child Care	115 Chrystie Street	New York	Manhattan	10002
100001	Chinese American Planning Council	Public School 2	122 Henry Street	New York	Manhattan	10002

109003	Chinese American Planning Council	Public School 124 - Yung Wing Elementary	40 Division Street	New York	Manhattan	10002
109009	Educational Alliance, Inc.	Public School 142 - Amalia Castro Elementary	100 Attorney Street	New York	Manhattan	10002
100002	Henry Street Settlement	Public School 20	166 Essex Street	New York	Manhattan	10002
109015	University Settlement Society of New York, Inc	Public School 137 - John Bernstein Elementary	327 Cherry Street	New York	Manhattan	10002
100003	Chinese American Planning Council	Public School 19	185 1st Avenue	New York	Manhattan	10003
109045	Educational Alliance, Inc.	Public School 64	600 E. 6th Street	New York	Manhattan	10009
109010	Henry Street Settlement	Boys and Girls Republic	888 East 6th Street	New York	Manhattan	10009
109016	University Settlement Society of New York, Inc	Public School 63 - William McKinley Elementary	121 E. 3rd Street	New York	Manhattan	10009
109004	Chinese American Planning Council	Public School 130 - Hernando DeSoto Elementary	143 Baxter Street	New York	Manhattan	10013
100006	Police Athletic League, Inc.	Duncan Center	552 West 52nd Street	New York	Manhattan	10019
110015	YMCA of Greater New York/West Side YMCA	Public School 166 - Manhattan School of Arts & Sciences	132 W. 89th Street	New York	Manhattan	10024
100008	The Childrens Aid Society	Childrens Aid Society Frederick Douglas	885 Columbus Avenue	New York	Manhattan	10025
110010	The Childrens Aid Society	Dunley Milbank Center	14-32 West 118th Street	New York	Manhattan	10026
110003	Boys & Girls Harbor, Inc	Grant Day Care Center	1299 Amsterdam Avenue	New York	Manhattan	10027
110004	Boys & Girls Harbor, Inc	Harbor Morningside Children Center	311 West 120 Street	New York	Manhattan	10027
110008	Harlem Children's Zone, Inc	Public School 154 - Harriet Tubman Elementary	250 W. 127th Street	New York	Manhattan	10027
110009	Harlem Children's Zone, Inc	Public School 242- Gwendolyn P. Brown Elementary	134 West 122nd Street	New York	Manhattan	10027
109002	Boys & Girls Harbor, Inc	Boys & Girls Harbor, Inc	1 East 104th Street	New York	Manhattan	10029
109011	New York Road Runners Foundation	Our Lady Queen of Angels School	232 E. 113th Street	New York	Manhattan	10029
100009	Northside Center for Child Develop.	Northside Center for Child Development	1301 5th Avenue	New York	Manhattan	10029
109012	The Childrens Aid Society	East Harlem Elementary	130 East 101st Street	New York	Manhattan	10029
109013	The Childrens Aid Society	Public School 50 - Vito Marcantonio Elementary	433 E. 100th Street	New York	Manhattan	10029
109014	Union Settlement Association	Washington Houses Community Center	1775 Third Avenue	New York	Manhattan	10029
110012	The Childrens Aid Society	Drew Hamilton Center	2672 Frederick Douglass Boulevard	New York	Manhattan	10030

110005	Community Association of Progressive Dominicans	Public School 28 - Wright Brothers Elementary	475 West 155th Street	New York	Manhattan	10032
110013	The Childrens Aid Society	Public School 8 - Luis Belliard Elementary	465 West 167th Street	New York	Manhattan	10032
110001	Alianza Dominicana, Inc.	Public School 132 - Juan Pablo Duarte Elementary	185 Wadsworth Avenue	New York	Manhattan	10033
110006	Community Association of Progressive Dominicans	Public School 210 - 21st Century Academy	4111 Broadway	New York	Manhattan	10033
110007	Community Association of Progressive Dominicans	Public School 48	4360 Broadway	New York	Manhattan	10033
110011	The Childrens Aid Society	Public School 5 - Ellen Lurie	3703 10th Avenue	New York	Manhattan	10034
100010	Episcopal Social Services	Public School 197	2230 5th Ave	New York	Manhattan	10037
110002	Alianza Dominicana, Inc.	Polo Grounds/Rangel Community Center	2965 Frederick Douglass Boulevard	New York	Manhattan	10039
110014	The Childrens Aid Society	Public School 152 - Dyckman Valley Elementary	93 Nagle Avenue	New York	Manhattan	10040
103013	Samuel Field YM & YWHA, Inc.	Public School 169 - Bay Terrace Elementary	18-25 212th Street	Bayside	Queens	11360
104007	Hellenic American Neighborhood Action Committee (HANAC)	Public School 2 - Alfred Zimberg Elementary	75-10 21st Avenue	East Elmhurst	Queens	11370
104011	Maspeth Town Hall, Inc.	Public School 102 - Bay View Elementary	55-24 Van Horn Street	Elmhurst	Queens	11373
104014	Queens Child Guidance Center	Public School 89 - Elmhurst Elementary	85-28 Britton Avenue	Elmhurst	Queens	11373
105001	Bnos Bais Yaakov	Bnos Bais Yaakov	613 Beach 9th Street	Far Rockaway	Queens	11691
105008	Federation Employment & Guidance Services (FEGS)	Intermediate School 43	160 Beach 29th Street	Far Rockaway	Queens	11691
105014	Safe Space	Public School 215 - Lucretia Mott Elementary	535 Briar Place	Far Rockaway	Queens	11691
103017	YMCA of Greater New York/Flushing	Public School 21 - Edward Hart Elementary	147-36 26th Avenue	Flushing	Queens	11354
103004	Chinese American Planning Council	CPC Queens School/Age Day Care Center - PS 20	142-30 Barclay Avenue	Flushing	Queens	11355
103011	Queens Child Guidance Center	Public School 24 - Andrew Jackson Elementary	141-11 Holly Avenue	Flushing	Queens	11355
103016	The Korean American Family Service Center	Junior High School 189	144-80 Barclay Avenue	Flushing	Queens	11355
103010	Queens Community House, Inc.	Pomonok Center	67-09 Kissena Boulevard	Flushing	Queens	11367
103005	Queens Community House, Inc	Forest Hills Community House	108-25 62nd Drive	Forest Hills	Queens	11375

103012	Samuel Field YM & YWHA, Inc.	Public School 115 - Glen Oaks Elementary	80-51 261st Street	Glen Oaks	Queens	11004
104008	Hellenic American Neighborhood Action Committee (HANAC)	Public School 212	34-25 82 Street	Jackson Heights	Queens	11372
103001	Amistad Early Childhood Educational Center Inc	Amistad Early Childhood Educational Center Inc	110-15 164th Place	Jamaica	Queens	11433
103007	Goodwill Industries of Greater New York	Public School 40 - Samuel Huntington Elementary	109-20 Union Hall Street	Jamaica	Queens	11433
103015	Sports and Arts In Schools Foundation, Inc.	Public School 116 - William Hughley Elementary	107-25 Wren Place	Jamaica	Queens	11433
103008	Homes for the Homeless	Saratoga Family Inn	175-15 Rockaway Boulevard	Jamaica	Queens	11434
103009	Police Athletic League, Inc.	South Jamaica Center	116-25 Guy R. Brewer Boulevard	Jamaica	Queens	11434
105013	Safe Space	Public School 30	126-10 Bedell Street	Jamaica	Queens	11434
103014	Southern Queens Park Association	Roy Wilkins Recreation Center	177th & Baisley Blvd.	Jamaica	Queens	11434
103002	Builders For Family & Youth of Diocese of Brooklyn (BFFY)	Public School 50 - Talfourd Lawn Elementary	143-26 101st Avenue	Jamaica	Queens	11435
103006	Queens Community House, Inc	Public School 82 - Hammond Elementary	88-02 144th Street	Jamaica	Queens	11435
105012	Safe Space	Public School 123	145-01 119th Avenue	Jamaica	Queens	11436
104009	Jacob A. Riis Neighborhood Settlement, Inc.	Jacob A. Riis Neighborhood Settlement, Inc.	10-25 41st Avenue	Long Island City	Queens	11101
104004	Greater Ridgewood Youth Council, Inc.	Public School 239	1715 Weirfield Street	Ridgewood	Queens	11385
104006	Greater Ridgewood Youth Council, Inc.	Public School 71 - Forest Elementary	62-85 Forest Avenue	Ridgewood	Queens	11385
104005	Greater Ridgewood Youth Council, Inc.	Public School 91 - Richard Arkwright Elementary	68-10 Central Avenue	Ridgewood	Queens	11385
103003	Charosa Foundation Corporation	Public School 36 - St. Albans Elementary	187-01 Foch Boulevard	Saint Albans	Queens	11412
104017	Sunnyside Community Service, Inc.	Public School 150	40-01 43rd Avenue	Sunnyside	Queens	11104
104010	Maspeth Town Hall, Inc.	Public School 229 - Emanuel Kaplan Elementary	67-25 51st Road	Woodside	Queens	11377
104019	Woodside On The Move, Inc.	Public School 11 - Kathryn Phelan Elementary	54-25 Skillman Avenue	Woodside	Queens	11377
107011	The Childrens Aid Society	Goodhue Center	304 Prospect Avenue	Staten Island	Staten Island	10301
107013	YMCA of Greater New York/Staten Island YMCA	Public School 22 - Graniteville Elementary	1860 Forest Avenue	Staten Island	Staten Island	10303
107007	Police Athletic League, Inc.	Public School 14 - Cornelius Vanderbilt Elementary	100 Tompkins Avenue	Staten Island	Staten Island	10304

107014	YMCA of Greater New York/Staten Island YMCA	Public School 57 - Hubert Humphrey Elementary	140 Palma Drive	Staten Island	Staten Island	10304
107008	Police Athletic League, Inc.	Public School 41 - New Dorp Elementary	216 Clawson Street	Staten Island	Staten Island	10306
107012	United Activities Unlimited, Inc.	PS 55 Henry M. Boehm	54 Osborne Street	Staten Island	Staten Island	10312

APPENDIX C

SCHOOL PARTNERSHIP AGREEMENT

OUT-OF-SCHOOL TIME PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION
REQUEST FOR PROPOSALS
PIN #: 26007OSTERFP

The
City



Of New York

School Partnership Memorandum

This memorandum sets forth the operational responsibilities of the school and the provider in connection with the Department of Youth and Community Development (“DYCD”) Out-of-School Time (“OST”) program. A copy of the Memorandum of Understanding between the New York City (“City”) Department of Education (“DOE”) and DYCD, dated October 15, 2004, is attached for reference.

Name of School _____ Name of Provider _____

Number of Participants _____ Hours of Operation _____

Number of Weeks per Year _____.

I. Joint Responsibilities of the Provider and School

1. Ensure that all procedures and regulations for health, fire, safety, pick-ups, parent consents, transportation, food, sports-related health exams, insurance, medical, and other emergency procedures will be clearly listed and widely disseminated, and that they will conform to the standards of DOE and the City Department of Health and Mental Hygiene (“DOHMH”).
2. Provide regular, recurring opportunities for School staff and OST program staff to plan and coordinate curricular areas and School educational goals with OST activities.
3. Hold regularly scheduled meetings between the Provider’s on-site program director (“Director”) and School principal (“Principal”), as well as other appropriate personnel, to discuss issues pertaining to the OST program.
4. If a conflict relating to the OST program arises, hold a meeting of the Principal and the Director within one (1) week of either party’s request of the other to seek a resolution. If the issue remains unresolved, the matter will be forwarded to the DOE Local Instructional Superintendent and then the DOE Superintendent for resolution. Nothing in this memorandum will prevent DYCD from bringing any matter not satisfactorily resolved to the attention of DOE for appropriate review and action.
5. Together establish procedures for reporting incidents and accidents in compliance with all federal, New York State (“State”) and City rules regarding reports of incidents or accidents.

II. Responsibilities of the Provider

1. Communicate with and provide information to the School about the OST program through scheduled meetings between the Director and the Principal.
2. Notify the Principal of any problems, issues, and concerns in a timely fashion.
3. Invite School staff designated by the Principal to attend OST staff meetings.
4. Attend School staff meetings as determined by the Principal.
5. Ensure the respectful treatment of School property, including replacing property damaged or destroyed by OST program participants or staff, keeping the spaces used by the OST program clean, and restoring classroom set-up at conclusion of daily OST program activities.
6. Ensure that all OST program staff are DOE fingerprinted and cleared by DOHMH through the child abuse registry.
7. Develop a protocol for emergency notification of parents and/or guardians.
8. Establish and provide to the School the procedures for participant entry into the School and release from the program, including the use of photo identification cards and sign-in sheets or other appropriate attendance method for program participants and staff.
9. Establish and provide to the School procedures for monitoring and patrolling the program area and using security equipment.
10. Establish procedures for the release of participants after program hours.
11. Ensure that there are staff on-site during program hours trained in first aid, CPR, and medical emergencies.

III. Responsibilities of the School

1. Orient Provider staff in Chancellor's Regulations on all reporting procedures including child abuse, incidents and accidents. Establish communication methods for emergencies.
2. Ensure the availability of clean spaces for the OST program in an adequate number of classrooms, as well as the cafeteria, auditorium, library, computer lab, gymnasium, and any other relevant space.
3. Supply adequate and appropriate storage space for the OST program's materials and equipment.
4. Provide the Director with office space equipped with a telephone and T1 line or comparable internet access.
5. Provide guidance to the Provider for obtaining School safety and custodial services for the OST program.
6. Inform the Provider with reasonable promptness about School closings, events and calendars.
7. Inform and consult with the Provider about space changes to minimize disruption in OST programming.

_____	_____
(Name of Provider)	(Signature of Executive Director)
Date _____	
_____	_____
(Name of School)	(Signature of Principal)
Date _____	

APPENDIX D

DEPARTMENT OF EDUCATION SCHOOLS WITH CHILDREN IN FAMILIES ELIGIBLE FOR NEW YORK STATE SUBSIDIZED CHILD CARE

OUT-OF-SCHOOL TIME PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION REQUEST FOR PROPOSALS PIN #: 26007OSTERFP

New York City Public Schools with at least 30 students who are currently eligible for State subsidized child care.

	D	BN	School Name / Number	School Street Address	Borough/City	Zip Code
1	27	Q042	PS 042 R VERNAM	488 BEACH 66 STREET	ARVERNE	11692
2	7	X156	PS 156 BENJAMIN BANNEKER	750 CONCOURSE VILLAGE WE	BRONX	10451
3	9	X073	PS 073 BRONX	1020 ANDERSON AVENUE	BRONX	10452
4	9	X114	PS 114 LUIS LLORENS TORRES CHL	1155 CROMWELL AVENUE	BRONX	10452
5	9	X199	P.S. 199X THE SHAKESPEARE SCHOOL	1449 SHAKESPEARE AVENUE	BRONX	10452
6	9	X064	PS 064 PURA BELPRE (X064)	1425 WALTON AVENUE	BRONX	10452
7	9	X011	PS 011 HIGHBRIDGE (X011)	1257 OGDEN AVENUE	BRONX	10452
8	10	X279	PS 279 CAPT MANUEL RIVERA, JR	2100 WALTON AVENUE	BRONX	10453
9	10	X091	PS 091 BRONX (X091)	2200 AQUEDUCT AVENUE	BRONX	10453
10	10	X306	PS 306 (X306)	40 WEST TREMONT AVENUE	BRONX	10453
11	7	X005	PS 005 PORT MORRIS	564 JACKSON AVENUE	BRONX	10455
12	9	X132	PS 132 GARRET A MORGAN	1245 WASHINGTON AVENUE	BRONX	10456
13	9	X090	PS 090 GEORGE MEANY (X090)	1116 SHERIDAN AVENUE	BRONX	10456
14	9	X053	PS 053 Basheer Quism	360 EAST 168 STREET	BRONX	10456
15	12	X300	SCHOOL OF SCIENCE & APPLIED LEARNING	2050 PROSPECT AVENUE	BRONX	10457
16	10	X023	PS 023 THE NEW CHILDREN'S SCHOOL	2151 WASHINGTON AVENUE	BRONX	10457
17	9	X163	PS 163 ARTHUR A SCHOMBURG	2075 WEBSTER AVENUE	BRONX	10457
18	9	X070	PS 070 MAX SCHOENFELD (X070)	1691 WEEKS AVENUE	BRONX	10457
19	10	X205	PS 205 FIORELLO LAGUARDIA	2475 SOUTHERN BOULEVARD	BRONX	10458
20	10	X032	PS 032 BELMONT	690 EAST 183 STREET	BRONX	10458
21	10	X009	RYER AVENUE ELEMENTARY SCHOOL	230 EAST 183 STREET	BRONX	10458
22	10	X085	PS 085 Great Expectations	2400 MARION AVENUE	BRONX	10458
23	10	X046	PS 046 Edgar Allan Poe	279 EAST 196 STREET	BRONX	10458
24	12	X067	PS 067 MOHEGAN SCHOOL (X067)	2024 MOHEGAN AVENUE	BRONX	10460
25	12	X006	PS 006 WEST FARMS (X006)	1000 EAST TREMONT AVENUE	BRONX	10460
26	11	X105	PS 105 SEN ABRAHAM BERNSTEIN (X105)	725 BRADY AVENUE	BRONX	10462
27	11	X068	PS 068 BRONX	4011 MONTICELLO AVENUE	BRONX	10466
28	11	X103	P.S. 103 Hector Fontanez	4125 CARPENTER AVENUE	BRONX	10466
29	10	X020	PS 20 P.O. GEORGE J. WERDAN III	3050 WEBSTER AVENUE	BRONX	10467
30	10	X094	PS 094 KINGS COLLEGE SCHOOL	3530 KINGS COLLEGE PLACE	BRONX	10467

31	11	X041	PS 041 GUN HILL RD	3352 OLINVILLE AVENUE	BRONX	10467
32	10	X246	PS 246 POE CENTER	2641 GRAND CONCOURSE	BRONX	10468
33	10	X086	PS 086 KINGSBRIDGE HEIGHTS (X086)	2756 RESERVOIR AVENUE	BRONX	10468
34	11	X076	PS 076 The Bennington School	900 ADEE AVENUE	BRONX	10469
35	12	X197	PS 197	1250 WARD AVENUE	BRONX	10472
36	8	X152	PS 152 EVERGREEN (X152)	1007 EVERGREEN AVENUE	BRONX	10472
37	8	X138	PS 138 SAMUEL RANDALL	2060 LAFAYETTE AVENUE	BRONX	10473
38	8	X100	PS 100 ISSAC CLASSON	800 TAYLOR AVENUE	BRONX	10473
39	8	X048	PS 048 JOSEPH R DRAKE	1290 SPOFFORD AVENUE	BRONX	10474
40	14	K059	PS 059 WILLIAM FLOYD	211 THROOP AVENUE	BROOKLYN	11206
41	32	K145	PS 145 ANDREW JACKSON	100 NOLL STREET	BROOKLYN	11206
42	19	K273	PS 273 WORTMAN	923 JEROME STREET	BROOKLYN	11207
43	19	K013	PS 013 ROBERTO CLEMENTE	557 PENNSYLVANIA AVENUE	BROOKLYN	11207
44	19	K213	PS 213 NEW LOTS	580 HEGEMAN AVENUE	BROOKLYN	11207
45	19	K290	PS 290 JUAN MOREL CAMPOS	135 SCHENCK AVENUE	BROOKLYN	11207
46	19	K158	PS 158 Warwick	400 ASHFORD STREET	BROOKLYN	11207
47	19	K072	PS 072 ANNETTE P GOLDMAN	605 SHEPHERD AVENUE	BROOKLYN	11208
48	19	K159	PS 159 ISAAC PITKIN	2781 PITKIN AVENUE	BROOKLYN	11208
49	19	K224	PS 224 HALE A WOODRUFF	755 WORTMAN AVENUE	BROOKLYN	11208
50	19	K345	PS 345 PATROLMAN ROBERT BOLDEN	111 BERRIMAN STREET	BROOKLYN	11208
51	19	K202	PS 202 ERNEST S JENKYN	982 HEGEMAN AVENUE	BROOKLYN	11208
52	19	K108	PS 108 SAL ABBRACCIAMENTO	200 LINWOOD STREET	BROOKLYN	11208
53	23	K183	PS 183 DANIEL CHAPPIE JAMES	76 RIVERDALE AVENUE	BROOKLYN	11212
54	17	K189	PS 189 LINCOLN TERRACE	1100 EAST NEW YORK AVENUE	BROOKLYN	11212
55	23	K284	PS 284 LEW WALLACE	220 WATKINS STREET	BROOKLYN	11212
56	23	K156	PS 156 WAVERLY	104 SUTTER AVENUE	BROOKLYN	11212
57	23	K041	PS 041 Francis White	411 THATFORD AVENUE	BROOKLYN	11212
58	17	K289	PS 289 GEORGE V BROWER	900 ST MARKS AVENUE	BROOKLYN	11213
59	32	K274	PS 274 KOSCIUSKO	800 BUSHWICK AVENUE	BROOKLYN	11221
60	21	K288	PS 288 THE SHIRLEY TANYHILL	2950 WEST 25 STREET	BROOKLYN	11224
61	16	K005	PS 005 DR. RONALD MCNAIR	820 HANCOCK STREET	BROOKLYN	11233
62	18	K272	PS 272 CURTIS ESTABROOK	101-24 SEAVIEW AVENUE	BROOKLYN	11236
63	27	Q223	PS 223 LYNDON B JOHNSON	125-20 SUTPHIN BOULEVARD	JAMAICA	11434
64	5	M161	PS 161 PEDRO ALBIZU CAMPOS	499 WEST 133 STREET	NEW YORK	10027
65	4	M108	PS 108 ASSMBLY ANGELO DEL TORO	1615 MADISON AVENUE	NEW YORK	10029
66	6	M153	PS 153 Adam Clayton Powell	1750 AMSTERDAM AVENUE	NEW YORK	10031
67	6	M128	PS 128 AUDUBON	560 WEST 169 STREET	NEW YORK	10032
68	6	M115	PS 115 ALEXANDER HUMBOLDT	586 WEST 177 STREET	NEW YORK	10033
69	5	M046	PS 046 ARTHUR TAPPAN	2987 FREDERICK DGLS BLVD	NEW YORK	10039
70	6	M189	PS 189	2580 AMSTERDAM AVENUE	NEW YORK	10040
71	31	R031	PS 031 WILLIAM T DAVIS	55 LAYTON AVENUE	STATEN ISLAND	10301
72	31	R016	PS 016 JOHN J DRISCOLL	80 MONROE AVENUE	STATEN ISLAND	10301
73	31	R044	PS 044 Thomas C Brown	80 MAPLE PARKWAY	STATEN ISLAND	10303

OST GOALS CHART

**OUT-OF-SCHOOL TIME PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION
REQUEST FOR PROPOSALS
PIN #: 26007OSTERFP**

OST GOALS CHART

<u>Goals</u>	Program Requirements	Examples of Program Features/Activities	<u>Examples of Quality Indicators</u>
<p>1. Provide a safe environment</p>	<ul style="list-style-type: none"> • Comply with applicable health and safety regulations, including the School-age Child Care (SACC) regulations and Americans with Disabilities Act (ADA) • Establish a security plan, including emergency evacuation procedures • Post relevant emergency evacuation instructions • Utilize procedure for screening staff and volunteers for criminal conviction history • Develop procedure for elementary school programs to ensure safe passage of students from classrooms to the program sites 	<ul style="list-style-type: none"> • Staff creates and enforces a buddy system for all students • Program establishes codes of conduct for staff and participants 	<ul style="list-style-type: none"> • Participants and family members are aware of safety guidelines • Parents/legal guardians, children and staff express positive feedback on the safety of the program environment • Incidence of accidents is low • Health and safety inspection reports are satisfactory

OST GOALS CHART

Goals	Program Requirements	Examples of Program Features/Activities	Examples of Quality Indicators
<p>2. Foster high expectations for participants</p> <p style="text-align: center;">and</p> <p>3. Foster the development of consistent and positive relationships with adults and peers and a sense of community</p>	<ul style="list-style-type: none"> • Employ staff, including those who do not work directly with children (security, custodial, etc.), who are trained to support positive youth development • Provide regular opportunities for communication among staff, participants, families, and communities • Provide information and referral services for participants 	<ul style="list-style-type: none"> • Program provides opportunities for positive social interaction, such as: small group activities, intergenerational activities, individual and group counseling, volunteering and community involvement, and activities for parents • Staff provide active listening, one-on-one guidance and support for participants • Time is provided for participants to meet individually with program staff • Staff are fluent in the languages spoken by program participants and family members • Program collaborates with surrounding schools, community-based providers, parents, community boards, local police precincts, youth councils, faith-based organizations, local elected officials, and libraries 	<ul style="list-style-type: none"> • Participants express positive feelings and attitudes toward and about adult staff and peers • Participants report a welcoming atmosphere at the program site • Parents report that program staff place high expectations upon participants and help them meet those expectations

OST GOALS CHART

Goals	Program Requirements	Examples of Program Features/Activities	Examples of Quality Indicators
<p>4. Support the needs of working families</p>	<ul style="list-style-type: none"> • Comply with the minimum program hours listed in Section II-D of the RFP • Be accessible to children with disabilities 	<ul style="list-style-type: none"> • Program holds frequent parent/staff nights for parents to give feedback to program directors and staff • Opportunities for parental input and/or involvement are available • Parent/guardian and youth advisory committees are established and active • Parents/guardians are able to observe their children in program activities, upon request • Parent orientation and information sessions are provided 	<ul style="list-style-type: none"> • Parents/guardians report satisfaction with hours of operation, location, activities, communication with program staff, and handling of complaints • Program participation rates among children of working parents/guardians are high • Family members participate in program activities

OST GOALS CHART

Goals	Program Requirements	Examples of Program Features/Activities	Examples of Quality Indicators
<p>5. Support healthy behaviors and physical wellbeing</p>	<ul style="list-style-type: none"> • Comply with applicable health and safety regulations, including the School-age Child Care (SACC) regulations and Americans with Disabilities Act (ADA) • For school-age child care programs, as per the SACC regulation: schedule time for quiet activities and active play; supply age-appropriate materials and play equipment; provide nutritious snacks and/or meals • Program facilities have appropriate equipment and resources for planned physical activities • Provide information and referral services for participants 	<ul style="list-style-type: none"> • Youth participate in outdoor play, team and individual sports • Program offers opportunities for participants to discuss healthy relationships and key health issues with adults and peers • Program offers activities that promote individual and family health, including access to community health resources • Program has health experts hold workshops/presentations on issues, including but not limited to eating and nutrition, parenting classes, substance abuse support groups, HIV/AIDS/STD awareness, violence prevention and self defense, mental health 	<ul style="list-style-type: none"> • Participants and family members demonstrate knowledge and awareness of healthy lifestyles, consistent with activities and information presented by the program • Parents/guardians report satisfaction with the program facilities and the physical activity of participants • Families use information provided by the program regarding health issues and health related services – for example, family members utilize clinical services recommended by the program

OST GOALS CHART

Goals	Program Requirements	Examples of Program Features/Activities	Examples of Quality Indicators
<p>6. Strengthen young people’s academic skills</p>	<ul style="list-style-type: none"> • For school-aged child care programs, comply with staff- to-participant ratios and staff qualifications set forth in the SACC regulations • For elementary and middle school programs, provide opportunities and support for participants to complete their homework 	<ul style="list-style-type: none"> • Program offers individual and small group support for academic skill development • Time is allocated for OST staff to learn about school curricula and strategies to integrate academics with OST activities • School staff attend OST program activities and events • Program staff attend school activities and events • Participants learn through a variety of means, including peer tutoring, career exploration, drama/theater, recreational reading, test preparation activities, book clubs, computer/media projects, story telling, field trips and/or visits to local libraries • Activities address a range of skill areas, including literacy, language acquisition, mathematics, social studies, current events, science and the humanities, writing, and career exploration • Program staff consult and coordinate with school teachers/staff and families about participants’ academic progress • Principals, regional/school staff, and OST program staff share information regarding academic content and programming 	<ul style="list-style-type: none"> • Participants create portfolios of completed academic projects, such as creating a book for children, family histories, and/or neighborhood profiles • Participants demonstrate improvement in completing their homework • Parents/guardians report satisfaction with program’s academic component • Participants gain knowledge, as measured by pre- and post-testing

OST GOALS CHART

Goals	Program Requirements	Examples of Program Features/Activities	Examples of Quality Indicators
<p>7. Support the exploration of youth interests and development of skills and creativity</p>	<ul style="list-style-type: none"> • For middle and high school programs, offer a variety of activity options to participants • Provide information and referral services to participants 	<ul style="list-style-type: none"> • Staff provide guidance and support to help students choose and explore areas of interest • Program provides opportunities to practice new skills and/or to deepen ones learned previously (for example, to conduct a project that requires learning about young children or the elderly) • Program offers incentives for exploring new interests or deepening current ones • Children and youth are encouraged to develop a wide range of skills, including sports, visual, creative and performing arts, financial literacy and life skills, youth leadership and youth activism, career exploration and job development, environmental awareness and exploration, public speaking and debate • Participants are provided with opportunities to learn about and, for older youth, explore career interests through internships, work experiences, group projects and other activities • Program maintains consultation between the program staff, families and teachers about student interests and skills 	<ul style="list-style-type: none"> • Participants report staff are supportive of their interests • Participants report satisfaction that program provided opportunities and support to explore their interest(s)

OST GOALS CHART

Goals	Program Requirements	Examples of Program Features/Activities	Examples of Quality Indicators
<p>8. Support youth leadership development</p>	<ul style="list-style-type: none"> • Provide age-appropriate opportunities for participants to exercise leadership skills, including but not limited to planning and designing program activities 	<ul style="list-style-type: none"> • Program offers participant-organized sports, arts, and/or community service activities • Program provides peer counseling and mentoring opportunities • A youth advisory board is established for the program, made up of current and past program participants • Participants meet leaders in their local community • Participants are recognized for their program or civic contributions 	<ul style="list-style-type: none"> • Participants and/or families report involvement in leadership and/or service activities • Participants demonstrate leadership skills, as documented in recorded observations of program staff • Participant leadership activities are recognized by local media or community groups

OST GOALS CHART

Goals	Program Requirements	Examples of Program Features/Activities	Examples of Quality Indicators
9. Promote community engagement and respect for diversity	<ul style="list-style-type: none"> • Establish linkages with surrounding schools, appropriate community groups, and other service providers to enhance program services • Create opportunities for participants to explore their cultural identity and increase their awareness of and sensitivity to diverse cultures • Staff trained in issues of cultural diversity 	<ul style="list-style-type: none"> • Program activities jointly engage community members and youth • Program activities reflect needs and interests of diverse groups – for example, cultural and/or religious events • Program materials and resources, including books and/or posters, reflect the cultural identities of participants • Youth have the opportunity to participate in community forums, projects, workshops and volunteer activities (<i>e.g.</i>, community-wide service projects, food drives, neighborhood safety and beautification campaigns, tenant education and advocacy) • Youth interact with people of different backgrounds in a variety of settings; for example: support groups, rap groups, team sports, arts and cultural programs, community councils, and cultural festivals • Program offers field-trips to diverse neighborhoods, cultural centers, and community centers • Program collaborates with surrounding schools, community-based providers, parents, community boards, local police precincts, youth councils, faith-based organizations, local elected officials, and libraries 	<ul style="list-style-type: none"> • Participants, parents/guardians report that program provides an open, tolerant, and respectful environment • Participants are able to describe ways that the program recognizes and supports cultural differences and strengths • Documentation shows that youth participated in community events reflecting the different cultures of the community • Program enrollment and attendance are representative of community diversity

SYNOPSIS OF YOUTH DEVELOPMENT PRINCIPLES AND OST RESOURCES

OUT-OF-SCHOOL TIME PROGRAMS FOR YOUTH - ELEMENTARY SCHOOL EXPANSION
REQUEST FOR PROPOSALS
PIN #: 26007OSTERFP

Synopsis of Youth Development Principles

An Introduction to Positive Youth Development⁶

What is Positive Youth Development?

Positive youth development is an approach, a way to think about young people, that focuses on their *assets* (capacities, strengths, and developmental needs) and not solely on their *deficits* (risks, negative behaviors, and problems). This approach calls for shifting attention away from a crisis mentality that concentrates on stopping problems, to developing careful strategies that increase young people's exposure to positive and constructive relationships and activities that promote healthy, responsible, and compassionate choices.

It is imperative that young people have diverse opportunities for learning, for guidance, for meeting challenges, for exploring limits, for experiencing consequences, for developing self-confidence and self-control, for helping others, and for improving their communities.

There are several schools of thought that view positive youth development from different perspectives. Listed below are the main principles of positive youth development. They should be considered when incorporating a positive youth development approach into your youth-serving program.

Strengths more than risks or deficits: Instead of focusing solely on reducing problems, risks, or deficits, youth development focuses on building strengths. A focus on positive outcomes does not eliminate the need to address problems or provide services; rather, it complements those efforts.

Youth Engagement more than services *for* youth: Programs can too quickly focus on how to "serve" youth or "meet young people's needs." This approach assumes that young people are the consumers or recipients of services. A youth development approach requires youth program staff to view young people as *resources, contributors, and leaders* in their program.

Youth/Adult Relationships more than programs: Organizations often assume that simply providing new programs will lead to positive outcomes for young people. However, what is often overlooked is the importance of the relationships between young people and adults that are created and strengthened as a result of the programs.

Youth Voice not controlling or directing: Viewing young people as partners in your program and enabling them to have meaningful roles in your agency will boost your program's authenticity, energy and ultimate effectiveness.

Community Involvement not just family members and professionals: Positive youth development emphasizes inspiring, inviting, and equipping *all* community residents from *all* segments of the community to contribute to the well-being of young people.

⁶ Adapted from: ACT for Youth Downstate Center for Excellence, ACT for Youth Upstate Center of Excellence (2003). *A Guide to Positive Youth Development*. New York: Mount Sinai Adolescent Health Center. See ACT Web sites: Downstate Center for Excellence: <http://www.mountsinai.org/cfe> Upstate Center of Excellence: http://www.human.cornell.edu/actfor_youth

Long Term Involvement not a quick fix: A positive youth development approach requires a long-term outlook that recognizes that importance of ongoing, positive opportunities and relationships to help young people succeed as adults.

Features of Positive Youth Development Settings

Experience and research have shown that young people need a set of personal and social assets that will increase their healthy development and well-being, and facilitate a successful transition from childhood, through adolescence, and into adulthood. A report from the National Research Council and the Institute of Medicine entitled *Community Programs to Promote Youth Development* grouped these assets into four broad categories: physical, intellectual, psychological and emotional, and social development. Continued exposure to positive experiences, settings, and people, as well as opportunities to gain and refine life skills, supports young people in the development and growth of these assets.

It is important to understand that as a youth-serving program, you play an essential role in helping young people acquire the assets to help them become successful adults. The settings in which you provide services help to support the development of assets by the young people you serve. From the report *Community Program to Promote Youth Development*, positive developmental settings provide:

- Structure that is developmentally appropriate, with clear expectations for behavior as well as increasing opportunities to make decisions, to participate in governance and rule-making, and to take on leadership roles as young people mature and gain more expertise;
- Opportunities for young people to experience supportive relationships with adults;
- Opportunities to learn how to form close, durable human relationships with peers that support and reinforce healthy behaviors;
- Opportunities to feel a sense of belonging and to feel valued;
- Opportunities to develop positive social values and norms;
- Opportunities for skill building and mastery;
- Opportunities for young people to develop confidence in their abilities to master their environment (a sense of personal efficacy);
- Opportunities for young people to make a contribution to their communities and to develop a sense of mattering; and
- Strong links between families, schools and broader community resources.

As you develop or continue to strengthen your youth-serving program, you can incorporate positive youth development principles into your program design and create settings that provide the features and opportunities noted above.

How Can Positive Youth Development Be Infused Into Your Program?

When thinking about ways to infuse positive youth development into your program, remember that youth development activities bridge interrelated yet distinct groups – from individuals to families to schools to communities to the sponsoring agency to collaborating partners.

Listed below are some examples of how positive youth development principles and opportunities could be incorporated into your youth-serving program. The examples are not exhaustive; there are many other ways to provide youth development opportunities to your peers and program participants. When thinking about developing and providing youth development opportunities, it can be helpful to consider how those opportunities can become an integral component of your youth-serving program design and how they can address the specific needs of the young people you serve.

Strengths:

- add questions to your intake form to gather information about your program participants' strengths, interests, hobbies, etc.;
- become familiar with the strengths and interests of the young people you work with and create and take advantage of opportunities to foster those strengths and interests;

- provide training to program and administrative staff and board members on youth development concepts and strategies;
- provide opportunities to explore career interests and pursue employment – *e.g.*, resume development, internships at your agency or other agencies;
- explore options for higher education – *e.g.*, information about GED programs, technical schools, college, etc.;
- create opportunities to pursue creative and physical interests – *e.g.*, dance, arts, gardening, sports, etc.;
- start a book club where participants read and facilitate discussions about books of their choosing.

Youth Engagement:

- ask program participants about what types of services and activities they would like to have available through your program and agency;
- establish a group of participants or peers to evaluate the effectiveness of your program’s services;
- create youth-led program committees – *e.g.*, staff/peer recruitment and hiring, program materials development, media relations, etc.;
- create forums for young people to present/teach their skills and interests to other young people.

Youth/Adult Relationships:

- create opportunities for program staff and participants/peers to meet on an informal basis;
- design a mentor program;
- invite community residents to share a skill, hobby, or profession with participants;
- invite family members and community residents to recognition events to celebrate young people’s accomplishments;
- create opportunities for young people to showcase their talents to their family members, agency staff and community residents;
- sponsor informational presentations that bring together young people and family members – *e.g.*, parenting skills, communication skills, etc.;
- sponsor tournaments that bring young people, parents, and other adults together to play board games, sporting events, etc.

Youth Voice:

- create a youth advisory board for your agency’s Board of Directors;
- have program participants/peers present at a meeting of the Board of Directors;
- have a young person become a member of the Board of Directors;
- support young people in writing letters to the editor/editorials for local newspapers;
- invite young people to contribute articles to your agency’s newsletter;
- encourage young people to become involved with their schools’ various education committees;
- arrange opportunities for young people to educate their parents, community residents, and local and state elected officials about issues of concern;
- assist young people in registering to vote;

- assist participants/peers to conduct youth-developed and administered surveys of young people in their community on topics of concern and interest;
- support young people in advocating for themselves and their peers.

Community Involvement:

- encourage participants/peers to attend meetings of community and school boards;
- invite community residents to attend a program activity;
- form partnerships with community organizations in order to provide more opportunities and supports for program participants and peers;
- encourage and support young people to volunteer in community agencies and community events – *e.g.*, health fairs, community gardens, athletic leagues, community improvement initiatives, recreational programs;
- involve participants/programs in mapping the youth-friendly services and businesses available in their community, creating a directory of community resources, and advocating for additional or missing resources.

Long -Term Involvement

- sponsor reunions of program participants and peers;
- invite former participants and peers to special events – *e.g.*, picnics, holiday parties, recognition events;
- hire former program participants;
- regularly communicate with former participants and peers – *e.g.*, letters, newsletters;
- provide ongoing training opportunities to staff of your agency and other community agencies on youth development principles.

OST Resources

Guide to Select New York City Department of Education Curricula for Grades K-8

Scope and Sequence

The New York State Education Department has issued new core curricula in certain subjects, and the New York City Department of Education has developed performance standards in some subjects. OST providers are encouraged to become familiar with the DOE scope and sequence so that they can design OST programs that can support and build upon students' work during the regular school day.

The following links list skills and abilities in language arts, mathematics, science and social studies that students should acquire by the end of each grade, K-8. This material answers questions that everyone in the education community needs to ask, such as: What are students expected to know and be able to do? And, how are their achievements measured?

Kindergarten through 8th Grade Language Arts

<http://www.nycenet.edu/dis/scopesequence/languagearts.html>

Kindergarten through 8th Grade Mathematics

<http://www.nycenet.edu/dis/scopesequence/mathematics.html>

Kindergarten through 8th Grade Science

<http://www.nycenet.edu/dis/scopesequence/science.html>

Kindergarten through 8th Grade Social Studies

<http://www.nycenet.edu/dis/scopesequence/socialstudies.html>

New York City Resources For Students

Brooklyn Public Library Online

Website: www.brooklynpubliclibrary.org

Offers homework help 360 days a year, 7 days a week, from 2:00-11:00 pm in an instant messaging style that allows students in grades 4-12 the chance to interact with live tutors in 20-minute one-on-one sessions in the areas of math, science, social studies and English.

Department of Education Online (DOE)

Website: www.nycenet.edu

Information about the DOE in general and about specific schools and programs.

Dial-A-Teacher

Tel. (212) 777-3380

A homework help service offered by the United Federation of Teachers, available Monday-Thursday from 4:00-7:00 pm in 12 different languages. Help is offered in all subject areas.

New York Public Library Online

Website: www.nypl.org

Extensive online resources and access to dozens of databases, including encyclopedias, articles, reference books and more.

Examples of OST Curricula

Please note that the following curricula are provided as resources that proposers to this RFP may find useful. These materials are not endorsed or required by the Department of Youth and Community Development.

Project-Based Learning

The Activities Club

Tel. (800) 873-5487 Website: www.activitiesclub.com

Theme-related after-school curricula including clubs program guides, homework help manuals and other support materials.

Youth Leadership Development Program

The Boys & Girls Clubs of America

Tel. (404) 487-5700, in New York: (212) 351-5480 Website: www.bgca.org

B&GCA Program Services offers a broad range of youth development and youth leadership curricula for Boys & Girls Club affiliates. These include: "Passport to Manhood," a rite-of-passage program for 11-13 year old boys, and a version for girls called "Smart Girls."

In The Mix

Tel. (212) 684-3940 or (800) 597-9448 Website: www.pbs.org/inthemix

Videos made by young people on topics that are of interest to young people. Topics include teen immigration, self-image and cliques. Videos come with lesson plans and discussion guides.

Junior Achievement

Tel. (719) 540-8000, in New York: (212) 949-5269 Website: www.ja.org

Activity modules for K-12 on business and economic skills.

Operation Smart: Science, Math & Relevant Technology

Tel. (800) 374-4475 Website: www.girlsinc.org

After-school science programs for girls ages 9-11. Girls Inc. also offers other programs for girls' empowerment and development.

Overcoming Obstacles

Tel. (212) 406-7488 Website: www.overcomingobstacles.org

A life skills curriculum for middle and high school age youth that helps them make reasoned decisions, set and meet goals, communicate effectively, learn conflict resolution and develop sound study skills. Activities incorporate literacy skills.

Literacy

The Comic Book Project

Tel. (212) 330-7444 for information about the project; Tel. (503) 905-2318 to purchase project materials Website: www.edpath.org

Literacy enrichment project for 6-8th graders in which youth create their own comic books.

Foundations, Inc.

Tel. (888) 977-KIDS (5437) Website: www.foundationsinc.org

Literature- and theme-based year-long curriculum for K-6, developed especially for after-school programs to reinforce academic skills in reading, writing and mathematics.

KidzLit: An After-School Reading Program

Tel. (510) 533-0213 or (800) 666-7270 Website: www.kidzafterschool.org/kidzlit/kidzlit_program.html

Children's literature and teachers' guides developed for use in after-school programs with children in grades K-8.

Mathematics

Figure This!

Website: www.figurethis.org

Fun and challenging math problems, based on NCTM standards, designed to help middle school students strengthen higher-order math skills.

24 Game

Tel. (800) 242-4542 Website: www.24game.com

A fun math game that reinforces basic math skills, mental mathematics, problem solving, pattern sensing, concentration, and critical thinking. For levels K-12.

KidzMath: An After-School Math Program

Tel. (510) 533-0213 or (800) 666-7270 Website: www.kidzafterschool.org/kidzmath/program.html

Fun, interactive math games for children grades K-6.

Music/Science/Technology

Putamayo “World Playground: A Musical Adventure For Kids”

Tel. (800) 995-9588 Website: www.putamayo.com

Multicultural curriculum incorporating world music.

A World In Motion

Tel. (724) 772-8514 or (800) 457-2946 Website: www.sae.org/foundation/awim

A hands-on engineering design program for grades 4-10 in which children are challenged to explore science, math and technology by building three toys.

Health & Wellness

Project Adventure

Tel. (800) 468-8898 Website: www.pa.org

An “Adventure Education” program with both recreational and academic-based models that helps children build self-esteem and strengthen their social, teamwork and leadership skills.

Other OST and Youth Education Resources

Academy For Educational Development

Tel. (202) 884-8000 Website: www.aed.org

AED partners with schools, communities, governments and others to develop high-quality, sustainable after-school efforts and approaches to working constructively with youth, and designs, guides, and evaluates programs that affect and involve youth.

The Forum For Youth Investment

Tel. (202) 207-3333 Website: www.forumforyouthinvestment.org

A nonprofit organization dedicated to helping communities and the nation make sure all young people are ready for work, college and life by age 21.

Fund For The City of New York/Youth Development Institute

Tel. (212) 925-6675 Website: <http://www.fcny.org/portal.php/syd/>

The Fund For The City of New York’s Youth Development Institute works in New York City and nationally to build policies, programs and practices that promote youth development. YDI conducts research, provides technical assistance and disseminates information to strengthen the quality and increase the availability of positive developmental opportunities for young people.

Harvard Family Research Project (HFRP)

Tel. 617-495-9108 Website: <http://gseweb.harvard.edu/~hfrp/>

HFRP works to strengthen family, school, and community partnerships in early childhood care and education; promotes evaluation and accountability; and offers professional development to those who work directly with children, youth, and families. Site contains many links covering youth education and development.

The Institute For Youth Development

Tel. (703) 471-8750 Website: www.youthdevelopment.org

IYD is a non-partisan, non-profit organization that promotes a comprehensive message to youth in the U.S. and around the world to avoid five harmful risk behaviors: alcohol, drugs, sex, tobacco and violence.

Materials for the Arts

Tel. (718) 729-3001 Website: www.mfta.org

This unit of the NYC Dept. of Cultural Affairs provides arts programs with the materials that they need to prosper and endure, including fabric, lumber, cardboard, paint and paper.

National Institute on Out-of-School time

Tel. (781) 283-2547 Website: www.niost.org

Provides information on: research, evaluation and consultation; policy development and public awareness; and training and curriculum development for OST programs nationwide.

Partnership for After School Education (PASE)

Tel. (212) 571-2664 Website: www.pasesetter.com

The largest network of after-school programs in the country, PASE is a leading provider of professional development for after-school staff. In its programs and initiatives, PASE promotes best practices in after-school programs and functions as a strong voice for youth.

Promising Practices in Afterschool System (PPAS)

Tel. (202) 884-8267 Website: www.afterschool.org

A website is for after-school program directors who want to improve the quality of their programs that contains a database on after-school programs and links to funding sources.

Public/Private Ventures

Tel. (215) 557-4400, in New York: (212) 822-2400 Website: www.ppv.org

A national non-profit organization whose mission is to improve the effectiveness of social policies, programs and community initiatives, especially as they affect youth and young adults.

CITY AGENCY HOST SITES:

1. NEW YORK CITY HOUSING AUTHORITY HOST SITES
2. NEW YORK CITY DEPARTMENT OF PARKS AND RECREATION SITE
3. DEPARTMENT OF EDUCATION PRE-CERTIFIED SCHOOL SITES

**OUT-OF-SCHOOL TIME PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION
REQUEST FOR PROPOSALS
PIN #: 26007OSTERFP**

1. NEW YORK CITY HOUSING AUTHORITY HOST SITES

The sites listed in the following table are newly renovated or constructed community centers located in NYCHA public housing developments. Proposers may apply either to: 1) fully operate one of the listed facilities or 2) provide a program within a center. Additional consideration may be granted by NYCHA to those proposing to fully operate or sponsor a facility.

Proposers must agree to comply with the following conditions:

- Enter into a lease or service agreement with the Housing Authority.
- At least 51% of the persons served must be public housing residents. Contractors will be expected to maintain records regarding the residency of persons served.
- If fully operating a facility:
 - Be responsible for all operating costs, including daily janitorial expenses.
 - Work with the local Resident Association to: 1) establish an Advisory Committee for the facility which must include at least 2 residents, 2) provide meeting and/or rental space during non-program hours.
 - Allow quarterly site visits by NYCHA personnel to ensure occupancy compliance, as well as grant access to space at any time in an emergency and at other reasonable times to make repairs, replacements and improvements to the space.

The chart of NYCHA sites appears on the following pages. The symbol “*” denotes a facility with shared programming, one that offers after-school, teen, adult, and programs for seniors.

The following **NYCHA Borough Directors** may be contacted to arrange for a site visit or for further information:

Bronx:	Ilia Figueroa, Borough Director (718) 409-8640	Manhattan:	Jenelle Mitchell, Borough Director (212) 306-3300
Queens:	Anthony Richburg, Borough Director (718) 969-6240	Staten Island:	Luis Soler, Borough Director (718) 815-0140
Brooklyn:	Ernesto Lozano, Borough Director (718) 453-1296		

Borough	Center	Approximate Size	Facility Components (e.g., # of rooms, bathrooms)	Anticipated Completion Date	New Building/Expansion/Renovation	Purpose of Facility
Bronx	1. Bronxdale 1000 Bronxdale Avenue Bronx, New York 10472	21,000 sq. ft. – 2 levels, gym w/stage	6 program rooms, 4 bathrooms, commercial kitchen	Completed	New Building	Community Center
Bronx	2. Edenwald 1150 East 229 th Street Bronx, New York 10466	15,000 sq. ft. – 2 levels	8 program rooms, 4 bathrooms, multi-purpose room, commercial kitchen	June 2007	Renovation	Community Center
Bronx	3. Marble Hill 5365 Broadway Bronx, New York 10463	10,600 sq. ft.	5 program rooms, 1 multipurpose room, computer room, 1 arts & crafts room, 2 bathrooms w/stalls.	NA	NA	*Community Center
Bronx	4. Melrose 286 East 156 th Street Bronx, New York 10451	20,000 sq. ft. - 2 levels gym w/stage, locker rooms, showers	4 program rooms, 1 multipurpose room, 1 computer room, commercial kitchen, 6 bathrooms w/stalls	Completed	New Building	Community Center
Bronx	5. Soundview 1680 Seward Avenue Bronx, New York 10473	8,800 sq. ft. – 2 levels	8 program rooms, 1 multipurpose room, 1 kitchen, 6 bathrooms (4 w/stalls),	NA	NA	Community Center
Queens	6. Baisley Park 116-40 Guy Brewer Blvd. Jamaica, New York 11434	8,250 sq. ft. – 2 levels	6 program rooms, 4 bathrooms, 1 kitchen, 1 computer lab	Completed	Expansion	Community Center
Queens	7. Bland 133-36 Roosevelt Avenue Flushing, New York 11354	10,000 - sq. ft.	2 program rooms, 1 computer room, 1 multipurpose room, 1 kitchen, 4 bathrooms	Completed	Renovation	Community Center

Borough	Center	Approximate Size	Facility Components (e.g., # of rooms, bathrooms)	Anticipated Completion Date	New Building/Expansion/Renovation	Purpose of Facility
Queens	8. Latimer Gardens 139-10 34 th Avenue Flushing, New York 11354	12,700 sq. ft. - gym	5 program rooms, 2 bathrooms, commercial kitchen	Completed	Expansion	*Community Center
Queens	9. Ocean Bay 50-10 Beach Channel Drive Far Rockaway, New York 11692	12,400 sq. ft. - gym	5 program rooms, 1 multipurpose room, 1 computer room, 1 kitchen, 2 bathrooms	NA	NA	Community Center
Brooklyn	10. Saratoga Village 33-35 Saratoga Avenue Brooklyn, New York 11233	5,500 sq. ft. (Outdoor Theater)	2 program rooms, 4 bathrooms, commercial kitchen	September 2007	Renovation	Community Center
Brooklyn	11. Bayview 5955 Shore Parkway Brooklyn, New York 11236	24,000 sq. ft. – 2 levels, gym, amphitheatre	5 program rooms, 4 bathrooms, commercial kitchen	October 2007	New Building	Community Center
Brooklyn	12. Bushwick/Hyland 50 Humboldt Street Brooklyn, New York 11206	10,550 sq. ft.	8 program rooms, 1 multipurpose room w/stage, 2 kitchens, 4 bathrooms (2 w/stalls)	NA	NA	*Community Center
Brooklyn	13. Farragut 228 York Street Brooklyn, New York 11201	25,000 sq. ft. - 2 levels, gym	6 program rooms, 2 computer labs (1 SUNY ATTAIN), multipurpose room, 1 kitchen	NA	NA	*Community Center

Borough	Center	Approximate Size	Facility Components (e.g., # of rooms, bathrooms)	Anticipated Completion Date	New Building/Expansion/Renovation	Purpose of Facility
Brooklyn	14. Hope Gardens 422 Central Avenue Brooklyn, New York 11221	15,000 sq. ft. - gym	2 program rooms, 1 multipurpose room, 1 kitchen, 2 bathrooms	NA	NA	Community Center
Brooklyn	15. Marcus Garvey 10 Amboy Street Brooklyn, New York 11212	8,000 sq. ft. – Outdoor atrium	3 program rooms, 2 bathrooms, kitchen	November 2007	New Building	Community Center
Brooklyn	16. Marlboro 2298 West 8 th Street Brooklyn, New York 11213	13,100 sq. ft.	4 program rooms, 1 computer room, 1 multipurpose room, 2 bathrooms	November 2007	Renovation	Community Center
Brooklyn	17. Seth Low 137 Belmont Avenue Brooklyn, New York 11212	12,000 sq. ft. – gym w/stage	3 program rooms, 1 multipurpose room, commercial kitchen, 4 bathrooms w/stalls	NA	NA	Community Center
Brooklyn	18. Surfside 2923 West 28 th Street Brooklyn, New York 11224	8,500 sq. ft.	5 program rooms, multipurpose room, computer room, 2 bathrooms w/stalls	Completed	Renovation	*Community Center
Brooklyn	19. Tilden 630 Mother Gaston Blvd. Brooklyn, New York 11212	7,000 sq. ft.	5 program rooms, 1 multipurpose room, commercial kitchen, 2 bathrooms	NA	NA	*Community Center

Borough	Center	Approximate Size	Facility Components (e.g., # of rooms, bathrooms)	Anticipated Completion Date	New Building/ Expansion/ Renovation	Purpose of Facility
Brooklyn	20. Weeksville 1640 Pacific Street Brooklyn, New York 11213	7,000 sq. ft.	4 program rooms, 1 computer room, 1 multipurpose room, 1 kitchen, 2 bathrooms	NA	NA	Community Center
Manhattan	21. Rutgers 200 Madison Avenue New York, New York 10002	7,500 sq. ft. - gym	3 program rooms, 1 computer lab, 1 multipurpose room, 4 bathrooms (2 w/stalls), kitchen	Completed	Renovation	Community Center
Manhattan	22. Manhattanville 530 West 133 rd Street New York, New York 10027	30,000 sq. ft.- 3 levels, gym (locker room), elevator	15 program rooms, 6 bathrooms (2 w/5 stalls each), 2 kitchens, computer lab	May 2007	Renovation	*Community Center
Manhattan	23. King Towers 2 West 115 th Street New York, New York 10026	12,000 sq. ft. - 2 levels, elevator	8 program rooms, 1 computer room, 2 kitchens, 5 bathrooms (4w/stalls)	Completed	Renovation	Community Center
Manhattan	24. Baruch 605 FDR Drive New York, New York 10002	1,550 sq. ft.- 860 sq. ft. multi- purpose room	Multi-purpose room, 2 bathrooms, computer room, kitchen	Completed	Renovation	Community Center
Staten Island	25. Stapleton 189 Gordon Street Staten Island, New York 10304	22,000 sq. ft. – gym (locker/shower room)	5 program rooms, 3 bathrooms, commercial kitchen	September 2007	New Building	Community Center

2. NEW YORK CITY DEPARTMENT OF PARKS AND RECREATION SITE

Betsy Head Community Center
697 Thomas Boyland Avenue
Brooklyn, NY 11212
Cross Streets: Livonia and Dumont Aves.

Contact: Nancy Barthold 212-360-3305

3. DEPARTMENT OF EDUCATION PRE-CERTIFIED SCHOOL SITES

							<i>53 Schools</i>
City	Zip	DBN	District	BN	Name	Address	Principal
NEW YORK	10009	01M034	1	M034	PS 034 FRANKLIN D ROOSEVELT	730 EAST 12 STREET	Joyce Stallings Harte
NEW YORK	10002	01M184	1	M184	PS 184M SHUANG WEN	293 EAST BROADWAY	Ling Ling Chou
NEW YORK	10002	01M188	1	M188	PS 188 THE ISLAND SCHOOL	442 EAST HOUSTON STREET	Barbara Slatin
NEW YORK	10025	03M165	3	M165	PS 165 ROBERT E SIMON	234 WEST 109 STREET	Linda Chen
NEW YORK	10029	04M012	4	M012	TAG YOUNG SCHOLARS	240 EAST 109 STREET	Janette Cesar
NEW YORK	10035	04M112	4	M112	PS 112 JOSE CELSO BARBOSA	535 EAST 119 STREET	Eileen Reiter
NEW YORK	10029	04M964	4	M964	CENTRAL PARK EAST II	19 EAST 103 STREET	Naomi Smith
NEW YORK	10040	06M189	6	M189	PS 189	2580 AMSTERDAM AVENUE	Theresa Luger
BRONX	10451	07X031	7	X031	PS/MS 031 THE WILLIAM LLOYD GARRISON	250 EAST 156 STREET	Carol Russo
BRONX	10454	07X154	7	X154	PS 154 JONATHAN D HYATT	333 EAST 135 STREET	Cynthia Ballard
BRONX	10456	07X298	7	X298	ACADEMY OF PUBLIC RELATIONS	778 FOREST AVENUE	Amy Andino
BRONX	10465	08X072	8	X072	PS 072 DR WILLIAM DORNEY	2951 DEWEY AVENUE	Maria DeSalvio
BRONX	10472	08X123	8	X123	JHS 123 JAMES M. KIERNAN	1025 MORRISON AVENUE	Virginia Connelly
BRONX	10453	10X226	10	X226	PS 226	1950 SEDGWICK AVENUE	Gloria Darden
BRONX	10469	11X078	11	X078	PS 078 ANNE HUTCHINSON	1400 NEEDHAM AVENUE	Claudina Skerritt
BRONX	10466	11X103	11	X103	PS 103 HECTOR FONTANEZ	4125 CARPENTER AVENUE	Alice Brown
BRONX	10469	11X121	11	X121	PS 121 THROOP	2750 THROOP AVENUE	Rachel Donnelly
BRONX	10460	12X066	12	X066	PS 066 SCH OF HIGHER EXPECTAT	1001 JENNINGS STREET	Marilyn Smith
BROOKLYN	11217	13K133	13	K133	PS 133 WILLIAM A BUTLER	375 BUTLER STREET	Mann
BROOKLYN	11201	13K307	13	K307	PS 307 DANIEL HALE WILLIAMS	209 YORK STREET	Roberta Davenport
BROOKLYN	11222	14K034	14	K034	PS 034 OLIVER H PERRY	131 NORMAN AVENUE	Alicja Winnicki
BROOKLYN	11218	15K130	15	K130	PS 130 THE PARKSIDE	70 OCEAN PARKWAY	Maria Nunziata
BROOKLYN	11233	16K028	16	K028	PS 028 THE WARREN	1001 HERKIMER STREET	Janice Jacob
BROOKLYN	11212	18K219	18	K219	PS 219 KENNEDY-KING	1060 CLARKSON AVENUE	Ms. Winsome Smith
BROOKLYN	11236	18K272	18	K272	PS 272 CURTIS ESTABROOK	101-24 SEAVIEW AVENUE	Dakota Reyes
BROOKLYN	11236	18K276	18	K276	PS 276 LOUIS MARSHALL	1070 EAST 83 STREET	Jonathan Straughn
BROOKLYN	11228	20K112	20	K112	PS 112 LEFFERTS PARK	7115 15 AVENUE	Louise Verdemare (Alfano)
BROOKLYN	11228	20K127	20	K127	PS 127 MCKINLEY PARK	7805 7 AVENUE	Pauline Frank
BROOKLYN	11223	21K095	21	K095	PS 095 THE GRAVESEND	345 VAN SICKLEN STREET	Maryann Bocchino
BROOKLYN	11224	21K100	21	K100	PS 100 THE CONEY ISLAND	2951 WEST 3 STREET	Kathrine Moloney
BROOKLYN	11234	22K251	22	K251	PS 251 PAEDERGAT	1037 EAST 54 STREET	Steven Boyer
BROOKLYN	11212	23K041	23	K041	PS 041 FRANCIS WHITE	411 THATFORD AVENUE	Theresa Siegel

WOODSIDE	11377	24Q012	24	Q012	PS 012 JAMES B COLGATE	42-00 72 STREET	Patricia Perry
LIC	11104	24Q199	24	Q199	PS 199 MAURICE A FITZGERALD	39-20 48 AVENUE	Anthony Inzerillo
ELMHURST	11373	24Q877	24	Q877	51 AVENUE ACADEMY (THE PATH TO ACADEMIC EXCELLENCE)	76-05 51 AVENUE	Digna Erstejn
COLLEGE POINT	11356	25Q129	25	Q129	PS 129 PATRICIA LARKIN	128-02 7 AVENUE	Marilyn Alesi
FLUSHING	11365	25Q200	25	Q200	PS 200 POMONOK	70-10 164 STREET	Phylliss Bullion
FLUSHING	11367	25Q499	25	Q499	QUEENS COLLEGE SCHOOL FOR MATH, SCIENCE, & TECH.	148-20 REEVES AVENUE	Anastasia Schneider
FLUSHING	11364	26Q188	26	Q188	PS 188 KINGSBURY	218-12 HARTLAND AVENUE	Janet Caraisco
OZONE PARK	11417	27Q063	27	Q063	PS 063 OLD SOUTH	90-15 SUTTER AVENUE	Deidra Graulich
STH OZONE PARK	11420	27Q124	27	Q124	PS 124 OSMOND A CHURCH	129-15 150 AVENUE	Valarie Lewis
JAMAICA	11435	28Q182	28	Q182	PS 182 SAMANTHA SMITH	90-36 150 STREET	Patricia Costa
HOLLIS	11412	29Q118	29	Q118	PS 118 LORRAINE HANSBERRY	190-20 109 ROAD	Adele Armstrong
ROSEDALE	11422	29Q195	29	Q195	PS 195 WILLIAM HABERLE	253-50 149 AVENUE	Beryl Bailey
LIC	11105	30Q085	30	Q085	PS 085 JUDGE CHARLES VALLONE	23-70 31 STREET	Ann Gordon-Chang
ASTORIA	11105	30Q122	30	Q122	PS 122 MAMIE FAY	21-21 DITMARS BOULEVARD	Mary Kojes
STATEN ISLAND	10310	31R018	31	R018	PS 018 JOHN G. WHITTIER	221 BROADWAY	Ms. Donna Luisi
STATEN ISLAND	10301	31R019	31	R019	PS 019 THE CURTIS SCHOOL	780 POST AVENUE	Mary Petrone
STATEN ISLAND	10302	31R020	31	R020	PS 020 PORT RICHMOND	161 PARK AVENUE	Marie Munoz
STATEN ISLAND	10314	31R030	31	R030	PS 030 WESTERLEIGH	200 WARDWELL AVENUE	Mr. Robert S. Turetsky
STATEN ISLAND	10301	31R031	31	R031	PS 031 - WILLIAM T. DAVIS	55 LAYTON AVENUE	Patricia Covington
STATEN ISLAND	10303	31R044	31	R044	PS 044 THOMAS C BROWN	80 MAPLE PARKWAY	Rhonda Whitfield
STATEN ISLAND	10309	31R056	31	R056	PS 56 THE LOUIS DESARIO SCHOOL	250 KRAMER AVENUE	Dean Scali

APPENDIX H

DEPARTMENT OF EDUCATION CONFLICT OF INTEREST BOARD STATEMENT

**OUT-OF-SCHOOL TIME PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION
REQUEST FOR PROPOSALS
PIN #: 26007OSTERFP**



THE NEW YORK CITY DEPARTMENT OF EDUCATION
Joel I. Klein, Chancellor

Michael Best, General Counsel

February 27, 2007

To: Out-of-School Time Providers
From: David B. Schacher, DOE Ethics Officer
Re: Conflicts of Interest Board Waiver Expansion Permitting DOE Teachers and Parent Coordinators to work as Part-Time Program Directors for OST Programs

I am writing to you about an expansion of the waiver granted by the Conflicts of Interest Board, at Chancellor Joel I. Klein's request. The waiver permits Out-of-School Time ("OST") providers to hire Department of Education (DOE) teachers and parent coordinators to run OST programs as part-time Program Directors.

While the Department of Youth and Community Development (DYCD) has recommended that these programs be supervised by full time staff, smaller programs may not have the budget to support salaried staff. DYCD guidelines state that any elementary/middle school programs serving 100 or more children are required to have a full time staff person in charge of operations.

Those programs that do not meet the guideline threshold will be allowed to employ part-time Program Directors. Part-time Program Directors are responsible for the day-to-day operation of the OST programs and perform various supervisory duties, such as planning programs, making hiring/staffing decisions, allocating program resources and supervising Educational Coordinators. Part-time Program Directors are expected to work twenty hours per week.

However, there are very important conditions to this waiver to which OST providers must adhere strictly:

1) In a school where a DOE teacher or parent coordinator assigned to that school is also employed by an OST provider as the program director and one of the school's APs is working as the educational coordinator, the AP cannot not be supervised by the teacher or parent coordinator directing the OST program. Instead the AP must be directly supervised by the OST provider's personnel.

2) DOE Teachers and parent coordinators working for OST programs under this, and any other waivers granted by COIB, may not be involved in contract negotiations between the OST provider and the DOE or any other New York City agency.

Office of Ethics and Conflicts of Interest
Telephone: (718 935-5300)

APPENDIX I

OST GLOSSARY AND ACRONYMS

**OUT-OF-SCHOOL TIME PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION
REQUEST FOR PROPOSALS
PIN #: 26007OSTERFP**

ACS	The New York City Administration for Children’s Services
ADA	The Americans with Disabilities Act
DOE	The New York City Department of Education
DOHMH	The New York City Department of Health and Mental Hygiene
DYCD	The New York City Department of Youth and Community Development
Evaluation	Research undertaken to determine the effectiveness of OST activities in order to understand program impacts, inform policy, and improve program delivery.
Letter of Intent	A letter from a source of funds or other resources stating its intent to contribute specific funds or resources to the proposer’s program.
Linkage	The relationship between an OST provider and another organization, formalized through the Linkage Agreement in this RFP.
NYCHA	The New York City Housing Authority
OST	Out-of-School Time
Outcome	A specific change in behavior or condition of youth that occurs as a result of participation in the program
Project-Based Activities	Project-based learning is a hands-on education process where students 'do' what they need to learn. Through project-based learning activities, students gain knowledge and understanding as a result of intellectual inquiry and engagement with meaningful tasks that are connected to the real world.

SACC

New York State School-Age Child Care

TA

Technical Assistance

Target Zip Code Areas

As described in Section II. C. and indicated in Appendix A, this RFP establishes zip code areas of high need for which separate competitions have been set up in each borough.

PROPOSAL SUMMARY FORM
(Submit for each proposal.)

RFP TITLE: OST PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION
PIN: 26007OSTERFP

RFP: Out-of-School Time Programs for Youth – Elementary School Expansion
PIN: 26007OSTERFP

A. Proposer Information:

Proposer Name:		
Address:		
Borough	State	Zip Code

Tax Identification #:

Organization Contact Information:

Contact Name:	Title:
Telephone #:	E-mail:

Executive Director / CEO Contact Information (if different):

Contact Name:	Title:
Telephone #:	E-mail:

B. Organization Status (Check all that apply.):

- 501(c)(3)
 Applied for 501(c)(3)
 Not-for-profit
 Applied for not-for-profit

C. Organization’s total FY 2007 operating budget: \$

Program Information:

D. Competitions: (Check only one.)

- | | |
|--|--|
| <input type="checkbox"/> Bronx: Target Zip Codes
<input type="checkbox"/> Brooklyn: Target Zip Codes
<input type="checkbox"/> Manhattan: Target Zip Codes
<input type="checkbox"/> Queens: Target Zip Codes
<input type="checkbox"/> Staten Island: Target Zip Codes | <input type="checkbox"/> Bronx: Non-Target Zip Codes
<input type="checkbox"/> Brooklyn: Non-Target Zip Codes
<input type="checkbox"/> Manhattan: Non-Target Zip Codes
<input type="checkbox"/> Queens: Non-Target Zip Codes
<input type="checkbox"/> Staten Island: Non-Target Zip Codes |
|--|--|

- 3. If applicable, additional public funding (DYCD does not require that proposers have additional public funding.) \$
- 4. Total program funding (Sum of 1+2+3) \$
- 5. Average price per participant (must match the Average Price Per Participant on the budget calculator) \$

G. Reduced Hours

Are you proposing a program at reduced hours? Yes No

If “Yes,” please indicate the basis for proposing reduced hours. (Check one only.)

- Religious accommodation
- Providing services to participants attending a school with “extended hours” (e.g., the school day ends at 4:00 PM)

H. Program Site Location

Type of Program Site (Check only one.)

- OST Pre-Certified School
- Other Department of Education School, not included in the OST Pre-Certified Schools List (Appendix G), and for which a linkage agreement (Attachment 4) has been secured from the school’s administration.
- NYCHA Facility
- Other, Center-Based Site

Site Address and, if applicable, the 6-digit school identification number.

Site Name:		
Address:		
City	State	Zip Code

6-digit School Identifier Number (DBN) (If applicable):

Site Contact:

Contact Name:	Title:
Telephone #:	E-mail:

I. SACC License Status (at the proposed site):

Note: DYCD will not release funds to such proposers awarded a contract until they are licensed.

- Presently Have
- Have Applied, Awaiting Decision
- Will Apply Prior to Programming

Note: DYCD will not release funds to such proposers awarded a contract until they are licensed.

If the Organization currently has a SACC License at the proposed site, please provide:

SACC License Number: SACC Expiration Date:

J. Additional Programs Funding at Proposed Site::

Does the proposed site have any of the following programs:

- 1. Existing OST? Yes No
 If “Yes,” does Pproposer operate the existing program? Yes No
- 2. Beacon? Yes No Yes / No
 If “Yes,” does Pproposer operate the existing program? Yes No
- 3. NYS Advantage? Yes No Yes / No
 If “Yes,” does Pproposer operate the existing program? Yes No
- 4. 21st CCLC? Yes No Yes / No
 If “Yes,” does Proposer operate the existing program? Yes No

ATTACHMENT 2

**RFP TITLE: OST PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION
PIN: 26007OSTERFP**

CORPORATE GOVERNANCE CERTIFICATION

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 (Attachment 1 to 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

PROGRAM ACTIVITIES SCHEDULE

**RFP TITLE: OST PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION
 PIN: 26007OSTERFP**

Proposer:

**Total Number of Unduplicated Participants: Age Range: to Program Duration: Year-round
 (12-month period beginning in July and ending in June.)**

Number of Weeks per Year and Hours per Week of Total Program Activity: Weeks per Year Hours per Week

PROGRAM ACTIVITY	OST GOAL(S)	ACTIVITY CATEGORY	BRIEF DESCRIPTION OF PROGRAM ACTIVITY	FREQUENCY/TIME	GROUP SIZE

THIS FORM MAY BE PHOTOCOPIED AS NECESSARY TO ACCOMMODATE ALL ACTIVITIES.

INSTRUCTIONS FOR ATTACHMENT 3

Complete the Program Activities Schedule (Attachment 3), indicating the specific activity(ies) that will be provided by the proposed OST program.

At the top of the form, indicate the name of the proposer, the total number of unduplicated participants to be served in one 12-month period beginning in July and ending in June, the age range of the youth participants, and the number of weeks per year and hours per week of total program activity.

In the appropriate columns of the schedule chart, indicate for each program activity:

- **Program Activity** - name of the activity
- **OST Goal(s)** – the OST goal(s) addressed by the activity
- **Activity Category** – the category of youth program activity in which the activity belongs. Use the following key to identify the appropriate category:
 - 1 = Academic Enhancement
 - 2 = Career Awareness/School-to-Work Transition
 - 3 = Life Skills
 - 4 = Community Building
 - 5 = Physical Recreation
 - 6 = Arts and Culture
- **Brief Description of Program Activity** – Briefly describe the activity. Indicate how participants will interact with each other, program staff, and others, if applicable, involved in the activity. Describe how the activity will be presented, such as in a large group, in a small group, and/or individually.
- **Frequency/Time** – Indicate the amount of time that will be devoted to each activity and how often the activity will occur, such as “6 weeks per year, 3 times per week, for an hour each time.”
- **Group Size** – Identify the total number of participants to be enrolled in each activity.

LINKAGE AGREEMENT

Proposer:	PIN #: 26007OSTERFP
------------------	----------------------------

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 for each organization with which you will be working. Duplicate this form as needed.

Pursuant to the proposal submitted by _____ (**Proposer Organization**) in response to the OST Programs for Youth – Elementary School Expansion Request for Proposals from the Department of Youth and Community Development, the proposer, if funded, will establish programmatic linkages with _____ (**Linked Organization**) in the form and manner described below.

In the space provided below, describe the proposed programmatic linkage, including how referrals and follow-up services for individuals will be maintained.

Proposer Organization:

Authorized Representative: _____

Title: _____

Signature: _____ Date: / /

Linked Organization:

Authorized Representative: _____

Title: _____

Work Address: _____

Work Phone #: _____

Signature: _____ Date: / /

BUDGET FORMS

**RFP TITLE: OST PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION
PIN: 26007OSTERFP**

Using the Budget Instructions (Attachment 5b), complete and submit the budget forms below.

Note: The budget forms below are not electronically fillable. Fillable budget forms can be downloaded from the DYCD website: <http://www.nyc.gov/dycd>.

Proposer Name:

Program Name:

BUDGET CALCULATOR

This Budget calculator should be used to determine the cost of your proposed OST program and your total funding request to DYCD.

The shaded cells below are available for data input. All other cells will automatically calculate. A sample calculation is provided for your review and assistance in completing the calculation.

SAMPLE CALCULATOR				
	Number of participants	Price per Participant	Total cost	
SCHOOL YEAR				
1	Proposed number of participants to be served during the school year (September - June)	100	\$2,000	\$200,000
2	Proposed number of youth with disabilities to be served during the school year (Sept. - June)	10	\$2,500	\$25,000
Subtotal School Year			110	\$225,000
SUMMER				
3	Proposed number of participants to be served during the summer (July - August)	80	\$800	\$64,000
4	Proposed number of youth with disabilities to be served during the Summer (July - August)	10	\$1,500	\$15,000
Subtotal Summer			90	\$79,000

Summary:	# of youth	Budget Amount
School Year:	110	\$225,000
Summer:	90	\$79,000
Total Budget / DYCD Funding Request		\$304,000
Average price per participant:		\$2,764

Program will serve **110** children, of which **90** will participate year round.

ACTUAL BUDGET CALCULATOR				
	Number of participants	Price per Participant	Total cost	
SCHOOL YEAR				
1	Proposed number of participants to be served during the school year (September - June)		\$0	\$0
2	Proposed number of youth with disabilities to be served during the school year (Sept. - June)		\$0	\$0
Subtotal School Year			0	\$0
SUMMER				
3	Proposed number of participants to be served during the summer (July - August)		\$0	\$0
4	Proposed number of youth with disabilities to be served during the Summer (July - August)		\$0	\$0
Subtotal Summer			0	\$0

Summary:	# of youth	Budget Amount
School Year:	0	\$0
Summer:	0	\$0
Total Budget / DYCD Funding Request		\$0
Average price per participant:		#DIV/0!

Program will serve **0** children, of which **0** will participate year round.

Notes:

The maximum price for school year is \$2,000.
 Proposers may define the price for youth with disabilities.
 The maximum price for Summer is \$800.
 Proposers may define the price for youth with disabilities.

**Department of Youth and Community Development
REQUEST FOR PROPOSAL**

PROGRAM BUDGET SUMMARY

Form Revised 12/06

Proposer's Name _____
 Address: _____

Tel #: _____ Fax #: _____ E-mail: _____
 Ex. Director _____ Tel #: _____ E-mail: _____
 Fiscal Officer: _____ Tel #: _____ E-mail: _____
 EIN: _____ SUI #: _____
 Operating Period: _____ Through: _____

		(Column A+B=C)		
		A	B	C
		TOTAL FUNDING REQUEST	CASH CONTRIBUTION	TOTAL PROGRAM COST
Account Code	<u>PERSONNEL SERVICES</u>			
✓	1100 Salaries and Wages			
✓	1200 Fringe Benefits*			
✓	1300 Central Insurance Program (CIP) **			
TOTAL PERSONNEL SERVICES				
<u>NON STAFF SERVICES</u>				
✓	2100 Consultants			
✓	2200 Sub-Contractors			
✓	2300 Stipends			
✓	2400 Vendors			
TOTAL NON-STAFF SERVICES				
<u>OTHER THAN PERSONNEL SERVICES</u>				
✓	3100 Consumable Supplies			
✓	3200 Equipment Purchases			
✓	3300 Equipment Other			
✓	3400 Space Rental			
✓	3500 Travel			
✓	3600 Utilities & Telephone			
✓	3700 Other Operational Costs			
✓	3900 Fiscal Agent Services			
TOTAL OTHER THAN PERSONNEL SERVICES				
TOTAL COST				

* The maximum rate is 30%; and the minimum rate is 7.65% of the total salaries.
 ** CIP rate is 4.50% of total budget for insurance coverage

Proposed RFP budget

**FUNDING
REQUESTED**

Acct Code

FRINGE BENEFITS

1200 **FRINGE BENEFITS**

FICA @ 7.65%, Unemployment Insurance, Medical,
Workers' Compensation, Disability, Life insurance, & Pension.

The maximum fringe benefit rate is 30%; and the minimum rate is 7.65% of the total salaries.

If under the Fiscal Agent, the minimum fringe benefit rate is 12.65% of the total salaries.

1300 **CENTRAL INSURANCE PROGRAM (CIP)**

Central Insurance Package

4.5 % of Total Budgeted Amount

General Liability, Workers' Compensation,
Disability, Special Accident, and Property
Insurance are covered under the DYCD Central
Insurance Program.

NON STAFF SERVICES

2100 **CONSULTANTS (Total)**

(Total of all Consultants)

Description and amount for each Consultant (If additional space is required submit attachments)

2200 **SUB-CONTRACTORS (Total)**

(Total of Sub-Contractors)

Description and amount for each Sub-Contractor (If additional space is required submit attachments)

2300 **STIPENDS (Total)**

Description (If additional space is required submit attachments)

2400 **VENDORS (Total)**

Description (If additional space is required submit attachments)

**FUNDING
 REQUESTED**

Acct Code

OTHER THAN PERSONNEL SERVICES

3100	CONSUMABLE SUPPLIES Office , Program and Maintenance Supplies	<input type="text"/>
3200	EQUIPMENT PURCHASES * <u><i>*Attach description or itemized equipment list.</i></u> Copiers, Computers, Printers, and Furniture Etc. _____ _____ _____ _____	<input type="text"/>
3300	EQUIPMENT OTHER Maintenance, Repairs, Rentals, & Computer Software	<input type="text"/>
3400	SPACE RENTAL (Total of Lines 3410 & 3420)	<input type="text"/>
	3410 Public School	<input type="text"/>
	3420 Rent / Other	<input type="text"/>
3500	TRAVEL Staff Travel , Bus Trips, Other	<input type="text"/>
3600	TOTAL UTILITIES AND TELEPHONE	<input type="text"/>
3700	OTHER OPERATIONAL COSTS (Total of Lines 3710 & 3720) Postage, Admission tickets, Printing and Publications Bank Charges, Training and Conferences, Audit Fee, Internet Fee Food and Refreshments, Participant Costs, and Liability Ins, Etc.	<input type="text"/>
	3710 Other Costs	<input type="text"/>
	3720 Indirect Costs * % _____	<input type="text"/>
3900	FISCAL AGENT SERVICES See Fee Scale on Budget Instructions	<input type="text"/>

* Maximum rate is 10% of Total Budget.

Please note: All highlighted fields (Blue) are calculated automatically and cannot be changed manually.

RFP BUDGET INSTRUCTIONS

RFP TITLE: OST PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION
PIN: 26007OSTERFP

The Department of Youth and Community Development (DYCD) will provide funding for Out-of School time (OST) programs based on the number of youth proposed to be served. The funding and service levels are as follows:

Elementary School		
	Required # of hours	Price per participant
School Year	740	\$2,000
Summer	400	\$800
Total (Year Round)	1,140	\$2,800

All program proposals will be for year-round services (which includes both school-year and summer components). However, an organization may propose to serve different numbers of youth during the summer and during the school-year.

For example, a program that proposes to serve 200 elementary school children during the school year and 100 children during the summer can request no more than \$480,000 from DYCD.

200 school-year participants	*	\$2,000	=	\$400,000
100 summer participants	*	\$800	=	<u>\$80,000</u> +
Total full-year DYCD Funding not to exceed			=	\$480,000
 Average Price per participant			=	\$2,400

Since it is likely that some of the summer participants will also participate during the school year, when calculating the average cost per participant, we will divide total program cost (\$480,000) by the number of school-year participants (200).

DYCD will consider a higher maximum price per participant for programs serving youth with disabilities (physical, emotional, behavioral, and/or cognitive impairments) if the proposer demonstrates that the program design justifies such a higher price per participant. Explanation, including the projected number of youth with disabilities to be served, must be included in the Budget Justification.

For programs operating within New York City public schools, the following after-school costs should not appear in the budget: snacks, security, custodial or space costs.

BUDGET CALCULATOR – Page 1 of 5

- It is strongly advised that the budget calculator be downloaded from DYCD’s website (www.nyc.gov/dycd) and used to determine the total budget / DYCD funding request.
- The calculator will automatically compute the average price per participants, total number of children served and funding information that will need to be provided in Attachment 1.
- There are only eight cells that need to have data entry (shaded in orange).
- A sample calculator is provided for informational purposes.

- **Line 1:** Applicants should indicate the proposed number of participants to be served during the school year and the corresponding price-per-participant for school year services (capped at a maximum of \$2,000 per child).
- **Line 2:** Applicants should indicate the proposed number of youth with disabilities to be served during the school year and the corresponding price-per-participant for school year services.
- The **Subtotal for School Year services** will calculate automatically.
- **Line 3:** Applicants should indicate the proposed number of participants to be served during the summer and the corresponding price-per-participant for school year services (capped at a maximum of \$800 per child).
- **Line 4:** Applicants should indicate the proposed number of youth with disabilities to be served during the summer and the corresponding price-per-participant for school year services.
- The **Subtotal for summer services** will calculate automatically.
- The summary information in the box will all calculate automatically. This should be the source data for Attachment 1.

BUDGET FACE SHEET IDENTIFYING INFORMATION – Page 2 of 5

To assist with proper completion of the budget, DYCD has made the budget forms available for download (in Microsoft Excel and the Instructions in Microsoft Word) on the DYCD Website: www.nyc.gov/dycd

- Indicate the official name of your organization, address, e-mail, telephone number and fax number.
- The **Executive Director** is the person responsible for this proposal, or in charge of the overall agency. Please include his/her e-mail and telephone numbers.
- The **Fiscal Officer** is the person responsible for preparing the financial documents for this contract, i.e., the Comptroller, Bookkeeper and/or Accountant. Please include his/her e-mail and telephone numbers.
- **Federal Employer Identification Number (EIN):** Indicate the proposer's EIN #.
(A copy of any official IRS document reflecting the Federal Employer Identification Number will be required before entering into contract with your organization.)
- **State Unemployment Insurance Number (SUI):** A number appearing on all correspondence relating to State Unemployment Insurance. It is obtainable through the New York State Department of Labor (1-888-899-8810).
- **Operating Period:** The first 12 month period of your proposed contract should coincide with the dates that activities operate within the budget. The budget should be for a 12 month period beginning on July 1.

The budget is divided into three columns: A. Total Funding Request, B. Cash Contributions and C. Total Program Cost.

- A. Total Funding Request Budget Column is the funding requested from DYCD.
- B. Cash Contribution Column is the dollar value of all cash resources applied to the proposed program, but not included in the funding requested from DYCD.
- C. Total Program Cost Column is the Grand Total of the proposed budget (Columns A + B).

BUDGET SUMMARY BY THE BUDGET CATEGORIES

To complete the remainder of Page 1 of the budget, first complete Pages 2, 3, and 4 as described below. For proposers completing the budget electronically, the appropriate totals for each budget category will automatically transfer into the corresponding box on Page 1.

For the **Cash Contribution** column, **you must** enter the amount contributed for each category on Page 1, where applicable.

I. BUDGET SALARIES AND WAGES SUPPORT SHEET- Page 3 of 5

1100 The Salaries are divided in two categories:

Category 1 Full Time employees: Persons who work **35 hours or more** per week

Category 2 Part Time employees: Persons who work **less than 35 hours** per week

All required information should be entered on the budget, including all personnel, Full-Time (35 hours or more) and Part-Time (less than 35 hours), who will receive a salary from this program. For Full-Time employees, enter the title, salary, number of positions within the title and percent of salary that will be allocated to this contract. For Part-Time staff, enter the title, hourly wage rate, number of positions number of annual hours on the program per position, and the percent of the wages that will be allocated to this program.

Helpful Hints

To calculate the annual salary for FY 2008 multiply the hourly rate by 1827 hours per year (35 hours per week).

To calculate the number of hours per year multiply the number of hours worked per day by the number of days per year. (FY 2008=261 days)

To calculate the annual salary for FY 2008, multiply the hourly rate by 2088 hours per year (40 hours per week).

The minimum wage is \$7.15 effective January 1, 2007. This is subject to change. Part Time salaries should be calculated by consolidating same titles with the maximum hourly rate. The Sub-Total of all salaries should be calculated and transferred to Page 1, Salaries and Wages (1100) both boxes.

II. FRINGE BENEFITS – Page 4 of 5

1200 Fringe Benefits must include FICA. Charges to Fringe Benefits may also include unemployment insurance, worker's compensation, disability, pension, life insurance and medical coverage as per your policies. Enter the Fringe Benefit rate as indicated on the budget summary page. Fringe rates must not be less than 7.65% or exceed 30% of total salaries. If the contractor uses the Fiscal Agent, the minimum rate for Fringe Benefits is 12.65%.

1300 **Central Insurance Program (CIP):** Proposers without general liability insurance at the time of selection have the option of purchasing insurance through CIP or other sources. CIP includes general liability, special accident, property insurance (equipment), worker's compensation and disability, at a cost of 4.5% of the total program cost. CIP only covers DYCD- funded programs and activities. **All funded programs must have general liability insurance of \$1 million, with a certificate naming DYCD and the City of New York as additional insureds, if they do not participate in CIP.**

CONSULTANTS/SUBCONTRACTORS/STIPENDS/VENDORS

2100 **Consultant:** An independent individual with professional and/or technical skills retained to perform specific tasks or complete projects related to the program that cannot be accomplished by regular staff. Consultant cannot be a salaried employee.

2200 **Subcontractor:** An independent entity retained to perform program services. A subcontract will be part of the DYCD contract and will be registered with the NYC Comptroller. Each Subcontractor's EIN# must be listed on the subcontract and on its budget.

2300 **Stipend:** An incentive allowance **ONLY** for the benefit of a participant and/or client.

2400 **Vendor:** An independent business entity retained to provide non-program services. Examples: Cleaning Services, Security and Accounting Services.

- 3100 Consumable Supplies:** Supplies that are not lasting or permanent in nature, such as office, program and/or maintenance supplies.
- 3200 Equipment Purchase:** Purchase of equipment that is durable or permanent, such as furniture, printers, calculators, telephones, computers. All equipment and/or furniture purchased with DYCD funds at a cost of \$200 or more become the property of The City of New York/DYCD. If the program is terminated, all such items must be returned to DYCD. Indicate items being purchased.
- 3300 Equipment Other:** The rental, lease, repair and maintenance of office/programmatic equipment utilized in the program's operation. This category also includes Computer Software.
- 3400 Space Rental:** This category is separated into two subcategories (3410 and 3420).
- 3410 Public School:** Opening fees and room rentals paid to the Department of Education (DOE).
- 3420 Rent/Other:** All other rent paid by a program for all sites utilized by that program. It also includes all related charges associated with the use of the site such as **minor** repairs and maintenance costs. **No** renovation or construction projects can be budgeted or paid for with DYCD program funds. After being selected, all contractors charging for rent are required to submit a Space Rental - Cost Allocation Plan. In addition, you will be required to submit a copy of your lease, DOE permit and/or month to month rental agreement at the time of the budget submission.
- 3500 Travel:** Local travel (i.e., bus and subway fares) by the employees of the program to and from sites that are being used for day-to-day programmatic functions. Expenditures for employees who use their personal automobile for business are reimbursed a maximum of \$0.35 per mile plus tolls. Charge to this account all participant related travel, such as bus trips and local travel.
- 3600 Utilities and Telephone:** Self-explanatory.
- 3700 Other Operational Costs:** This category is separated into two subcategories (3710 and 3720).
- 3710 Other Costs:** Items such as postage, printing and publications, subscriptions, internet fees, etc. Also include any other operating costs that cannot be classified in any other category. In addition, include costs associated with and for the benefit of the participants such as food, refreshments, entrance fees, awards, T-shirts, uniforms, and sporting equipment. This category also includes general liability insurance for contractors not in the Central Insurance Program. Please note regarding audit costs, DYCD will accept a portion of your audit fees for Fiscal Year 2008. If your organization receives additional funding besides that from DYCD, you may only include DYCD's proportionate share. The proportionate share should be calculated by dividing the total DYCD budget by the agency's total budget and applying that percentage to the total audit cost. You must submit an Audit Cost Allocation Plan with your budget.
- 3720 Indirect Cost:** The purpose of Indirect Cost is to capture overhead costs incurred by a contractor operating several programs. The following guides are to be used to request Indirect Cost:
- A detailed justification and/or an analysis from a CPA or Audit detailing how the rate was determined must be provided.
 - The maximum allowable rate is 10% of the total budget.
- 3900 Fiscal Agent Services:** All contractors now have the option of purchasing the services of the Fiscal Agent. A contractor may also be required by DYCD to have its funds administered by the Fiscal Agent. An agency that chooses or is mandated to utilize the Fiscal Agent must have all DYCD contracts administered by the Fiscal Agent. The following is a brief description of services that will be offered by the Fiscal Agent:
- Establish financial records
 - Maintain and report on available budget balance
 - Verify invoices
 - Provide payroll services and personnel reporting

- Be responsible for the timely filing and payments of employment related taxes.
- Maintain an Accounts Payable and Ledger system in accordance with generally accepted accounting practices and procedures.

Fiscal Agent services will be charged from your total budgeted amount at this scale:

<u>Budget \$ Value</u>	<u>Fiscal Agent Services Fee</u>
\$0 - \$25,000	\$1,200
\$25,001 - \$50,000	\$3,500
\$50,001 - \$100,000	\$5,100
\$100,001 - \$250,000	\$7,100
Over \$250,001	\$10,000

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

**RFP TITLE: OST PROGRAMS FOR YOUTH – ELEMENTARY SCHOOL EXPANSION
PIN: 26007OSTERFP**

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 / /

ACKNOWLEDGEMENT OF ADDENDA

Proposer:	PIN: 26007OSTERFP
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The Acknowledgement of Addenda (Form 7 below) 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 acknowledgement as instructed on the form.

COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.

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

ADDENDUM #1 DATED: ___/___/ 2007

ADDENDUM #2 DATED: ___/___/ 2007

ADDENDUM #3 DATED: ___/___/ 2007

ADDENDUM #4 DATED: ___/___/ 2007

ADDENDUM #5 DATED: ___/___/ 2007

PART II: Check, if applicable.

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

PROPOSER NAME:

PROPOSER (SIGNATURE):
