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In the Matter of

DEPARTMENT OF YOUTH & COMMUNITY DEVELOPMENT

WORKFORCE INNOVATION AND
OPPORTUNITY ACT (WIOA)
OUT OF SCHOOL YOUTH PROGRAM

-----x

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December 2, 2015
2:07 p.m.

Transcript of Proceedings

Reported By:

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Department of Youth and Community Development
December 2, 2015

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

Zenaida Marie White, Moderator, Assistant Deputy ACCO

Teddy Latimore, Program Overview: WIOA Programs;
Senior Director of WIOA Youth Programs

Megan Keenan-Berryman, Program Overview: WIOA
Programs; Senior Director of Youth Development

Robert Frenzel-Berra, Planning, Research and Program
Development

Natasha Mast, HHS Accelerator

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MS. WHITE: Good afternoon. We're going to get started. On behalf of Commissioner Bill Chong, I'd like to welcome you to the Department of Youth and Community Development Pre-Proposal Conference for the Workforce Innovation and Opportunity Act, WIOA, Requests for Proposals for Out of School Youth Programs. My name is Zenaida Marie White. I am the Assistant Deputy Agency Chief Contracting Officer here at DYCD. Thank you so much for joining us today. We are excited about being able to answer all of your questions that you may have regarding this RFP.

Before we begin, I'd like to introduce our panel. We have a panel here that's ready to present to you some information, as well as answer your questions when that time comes. We're going to begin with our HHS Accelerator representative, Natasha Mast. We also have here from Planning, Research and Program Development, Bob Frenzel-Berra. And from our WIOA programs, we have our Senior

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Proceedings

Director of WIOA Youth Programs,
Teddy Latimore. And last but not least, we
have our Senior Director of Youth
Development, Megan Keenan-Berryman.

So to start off with our agenda, I
am going to review some important dates and
information, as well as the evaluation
criteria and then we'll move onto the other
segments. Again, it's going to be brief so
we can get right to your questions.

Proposal due date: Your proposals
are due on December 22nd, at 2:00 p.m.
Please note, no hard copies of your
proposals will be accepted. You must
submit these proposals via the HHS
Accelerator system.

How many here are familiar with our
HHS Accelerator system?

(Hands are raised.)

MS. WHITE: Wow. A lot of hands are
raised. That's great. And for the
minority here that have not been exposed to
HHS Accelerator, don't you worry, we have
Natasha Mast who is coming up next to walk

1 Proceedings

2 you through.

3 Okay. Continuing on. For the award
4 announcements, we anticipate that the
5 awards will be announced late February of
6 2016. And I apologize, the monitors on the
7 side, we're trying to get technical
8 support, so for those of you if you need to
9 change your seat to move over this way
10 that's fine too.

11 So the award announcements, that
12 will be done via the HHS Accelerator
13 system. Again, our anticipated timeline is
14 late February, 2016. Contract term for
15 these awards is scheduled to begin
16 July 1st, 2016 up to June 30th, 2020. So
17 that's a four-year term with an option to
18 renew for up to an additional two years.

19 Questions regarding this RFP after
20 today's session can be submitted in writing
21 to rfpquestions@dycd.nyc.gov. Please
22 submit your questions no later than
23 December 15th so we can guarantee a
24 response.

25 The evaluation criteria: So here we

1 Proceedings

2 have, as outlined in the RFP, seven
3 categories and these are the points
4 allocated per category. Beginning with
5 Organizational Experience, you can earn a
6 maximum of 25 points; Staffing Plan, a
7 maximum of 15 points; Staff Development, a
8 maximum of 5 points; Program Approach
9 Part 1, 30 points; and Program Approach
10 Part 2, 15 points; Program Facilities,
11 Record Keeping and Reporting, 5 points; and
12 Budget Management, 5 points.

13 Now, as we get ready to go further
14 into our presentation, we're going to have
15 HHS Accelerator come up. I invite you to
16 please take notes, make note of your
17 questions. Please indicate the RFP page,
18 if you can. We want to make sure we can
19 get your answers to you as quickly as
20 possible, and please hold your questions
21 until the question segment of this
22 conference.

23 Okay. Without further ado, we have
24 Natasha Mast from HHS Accelerator. Thank
25 you.

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MS. MAST: Hi. My name is
Natasha Mast. I work with HHS Accelerator.
I work at the Mayor's Office of Operations
and we oversee the system.

So this is just -- it sounds like
you've all heard the spiel, but I'll say it
anyway. So the Accelerator is now the
online procurement system that you download
the RFP and also where you're submitting
proposals. So if you haven't heard about
us or you're not prequalified, come at the
end of the session and I can check how
you're -- I can look up your
organization, see if you're in the right
spot. If you're not, I can advise you on
how to get to the right spot. But you need
to be prequalified in order to be able to
submit, so that's a really big change that
happened a few years ago. DYCD will not
accept any paper applications and all
applications are due at 2:00 p.m. in our
system on the due date.

If you have any questions, in your
packet, our help desk is

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Proceedings

info@hhsaccelerator.nyc.gov. So if you're not prequalified or you want to know, you can just send us any e-mails that you'd like.

Our system has four parts to it. There's a document vault where you upload documents and can share it with City agencies as well as each other. It's very important if you want to compete for this opportunity that you've completed the prequalification application. There's also, once you're prequalified, you can explore all the RFP released from 14 different agencies and you can download the RFPs and submit proposals for the ones you're qualified for. Some of the City agencies, nine of our participating City agencies are also using our financial component where once you're awarded a contract you actually can submit your budgets and do your invoicing in our system as well. So for many of you this may be where you're doing a lot of your, you know, interactions with the City for competition

1 Proceedings

2 and to get paid.

3 This is our system. I'll speak
4 about the prequalification really quickly.
5 Instead of every single time you're
6 submitting a proposal being asked for all
7 your foundational documents, we ask for
8 them upfront every three years as part of
9 the prequalification. So our team at
10 Accelerator vets your documents and makes
11 sure that you're in the right spot, and we
12 also check on an annual basis that you're
13 up-to-date with charities and with your
14 filings. So it's important that you pay
15 attention to that and that you are
16 prequalified. We're trying to be up front
17 that to work with the City your
18 organization needs to be sound.

19 For the service application, there's
20 60 services. I got some questions earlier
21 today. Some of them were asking, there
22 might be five services listed for this
23 opportunity. You only need to be
24 prequalified for one in order to compete.
25 You do not need to be prequalified for all

1 Proceedings

2 of them and DYCD actually does not -- is
3 not going to put any weight on which of the
4 ones you're prequalified for in the
5 prequalification process. They're looking
6 exclusively at what you submit for the
7 proposal. So that came up this morning.

8 So once you're prequalified, I will
9 just mention we do have in-person sessions
10 happening at our offices in Brooklyn if you
11 want to come and do the prequalification
12 with us. We have webinars, we have videos
13 and we have guides, or you can just do it
14 yourself and then contact our help desk as
15 you have questions.

16 Once you're prequalified, you'll go
17 to the procurement roadmap. You can
18 download the RFP. On the summary tab, once
19 you find the DYCD opportunity, you'll see
20 the basic information. You'll also see the
21 e-mail contact for DYCD for your
22 content-related questions. So we often get
23 questions about the RFPs. We're not
24 allowed to answer content questions at
25 Accelerator. If you have questions about

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Proceedings

DYCD's RFP, you have to ask them at the e-mail that's in the system and on the RFP. DYCD is going to clarify their own content.

Often we get questions after the deadline, that was mentioned earlier, and we're not in the position to answer those, but if you have questions about how did I gain access, how do I submit a proposal, how do I, how do I, how do I, about how to use the system, that's when you come to Accelerator. So I just wanted to clarify that. We just want to make sure that you get the best response and that's from the Agency themselves.

On the second tab once you're in the procurement, you're able to see who else is prequalified in the City for this opportunity under the services and providers, and you can also see what services. You need to be prequalified for one of those services in order to compete. Under the RFP documents, you can view all the RFP documents, any budget templates, any addendum, so it's very important that

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Proceedings

you pay attention to that.

And once you're ready, you can add a proposal, and you need to submit a proposal for every single site that you want to run. So if you're applying to several sites, you'd have several proposals. So that's really important. The one thing I'll say about that is you can start now and it's very simple, you can start and say who your contact person is at your site and then as you get the documents together, you can start uploading them to the appropriate spot. It's very -- the proposal details, you want to make sure that you put in a contact person's information but if we or DYCD needs to clarify, or needs you to correct anything, or needs to get in touch with you because the deadline's about due, our team, as the deadline approaches too, will be calling you and reminding you that the deadline's at 2:00, and sometimes when we call, the number that's given is not who the point person is. So if you're logging in as somebody else and us or DYCD is

1 Proceedings

2 trying to get in touch with you because
3 there's an issue with something, we're not
4 able to if you're logging in as a
5 colleague. So just make that who you
6 submit it as is the person that we can
7 reach, especially since this is due on
8 December 22nd. So you want to make sure
9 that you don't miss out on an opportunity
10 or an issue if you're, you know, you're
11 submitting and using your colleagues
12 credentials.

13 So you can send our info an e-mail
14 and say how do I get my own credentials and
15 we can explain that process. I just have
16 been finding as a whole that it's a little
17 more common than we like at Accelerator.
18 We want you to have your own. Okay. I
19 think I made my point on that.

20 So you would add your site, you
21 would add all the documents that are due
22 and you would then, before the deadline,
23 you would submit. If your application's in
24 draft, DYCD does not receive it when they
25 close and they will not be reviewing it, so

Proceedings

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2 it's very important that by 2:00 p.m. you
3 submit it. Our team, as a courtesy at
4 Accelerator, we try to call you, which is
5 what I was mentioning for the phone
6 numbers, and we try to call you and remind
7 you about the 2:00 deadline that's coming
8 up. But that is on you to make sure that
9 you make that deadline. If you have
10 somebody junior working on your application
11 and they're level 1, they will not be able
12 to submit the application. So this is due
13 on December 22nd. There's holidays and so
14 forth so make sure that you have somebody
15 with the privileges of level 2 that's
16 able to submit your proposal around the
17 deadline and that all your level 2 users
18 are not on vacation during that time. Just
19 something to keep in mind.

20 So once you click submit, you put
21 your user name and password and you submit
22 it to DYCD, if you realize that you
23 submitted a pizza menu or I submitted my
24 proposal with all the track changes that's
25 happened and you want to retract it, you

1 Proceedings

2 can retract it all the way up until the
3 deadline and then resubmit. Often we
4 recommend just let Accelerator know and
5 then, you know, if it's before 2:00 but
6 it's like 1:55 and then we'll kind of -- we
7 try to let DYCD know as well. So my
8 recommendation is try to submit the
9 application -- your proposal the day before
10 and if you're, you know, if you're doing it
11 the day of, just know that it's a 2:00
12 deadline.

13 On our website, as I mentioned, we
14 have the "contact us", so you can e-mail us
15 and our team tries to respond to every
16 help desk question within an hour during
17 9:00 to 5:00 at Accelerator. So we try to
18 be very responsive. And we only give out
19 our e-mail but that's because several
20 people work the desk. So if you e-mail us
21 and you say please give me a call and you
22 put your phone number, we'll call you right
23 back. So you can talk to a person if you
24 would like but you just need to e-mail us
25 your phone number.

1 Proceedings

2 So I mentioned this already, we have
3 guides, we have videos, we have newsletters
4 if you're struggling on anything in the
5 system. Nothing should be hard. It's a
6 very simple system and I think it's set up
7 to be intuitive. If you're struggling with
8 something, my guess is maybe you're doing
9 something incorrectly so contact our
10 help desk and we can make sure to put you on
11 the right path. Thank you.

12 MS. WHITE: Thank you, Natasha.

13 Now for our program overview, we
14 have Megan Keenan-Berryman.

15 MS. KEENAN-BERRYMAN: Good
16 afternoon, everybody. How is everybody?

17 AUDIENCE: Good.

18 MS. KEENAN-BERRYMAN: It's nice to
19 see you all. I'm going to walk you through
20 a very broad overview of the RFP. There's
21 no real like earth shattering new
22 information here but we do it anyway, and
23 then we'll get to the Q&A which everybody
24 really wants to get to.

25 So the goals of the program broadly

1 Proceedings

2 are to provide work readiness, academic and
3 occupational skills to youth who are not
4 working and not in school. To the extent
5 possible, we are trying to connect them to
6 more than just a job, but a career, if
7 they're ready to make that decision. They
8 may not be, but if they are, we're trying
9 to make that a more integrated part of the
10 program.

11 We definitely, definitely,
12 definitely want a youth development
13 perspective in serving these youth. This
14 is not an adult system. This is a youth
15 program. That's very important to us. We
16 know that young people come to these
17 programs with multiple barriers and it
18 takes a lot to address those barriers and
19 that's very important.

20 And then finally placement in an
21 outcome that includes unsubsidized
22 employment; post secondary education,
23 advanced training or the military after
24 they're done with you. And then what's not
25 on here but is also in the legislation and

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Proceedings

part of the program is 12 months of followup. I probably just opened a huge can of worms there but what the heck.

The structure of the RFP is there are two Service Options, 1 and 2. There are five separate competitions per borough within each Option. And we're anticipating, but don't hold us to it, there will be about 24 contracts awarded at the end. That doesn't limit you to how many proposals you want to submit. Go crazy. Do whatever you want to do. That's fine.

Service Option 1, overview. We would like the contractors to provide basic skills and high school equivalency preparation, ABE. Everything that's related to that falls under that umbrella. Training, leading to one of these following credentials that are listed here. Supportive services, again, linked to the whole youth development idea. Work-based learning experiences, under which are included paid work experience, but that's

1 Proceedings

2 not all that it is. It can be many things.

3 In this Option, we are expecting
4 50 percent of participants to be enrolled
5 in an advanced occupational training that
6 you refer participants to that DYCD will
7 manage the system. And I just want to say
8 that while we don't have very much more
9 detail than that, we are sensitive to the
10 importance of managing a seamless handoff
11 that young people need, continue to need
12 support beyond just maybe a phone call.
13 We're aware of that. We are building that
14 into the system that we are coming up with
15 and I think it's going to be great. And
16 then finally, of course, placement in
17 unsubsidized employment; post secondary
18 education, training or the military.

19 Option 2 is a little bit different.
20 The advanced training is defined up front
21 in this Option. The other little piece of
22 this is that 15 percent of the slots that
23 you may be awarded in your contract should
24 go to youth who are not ready to walk in
25 the door and sit down and have training but

1 Proceedings

2 need a little bit of extra help to get to
3 that place. You bridge them into the
4 training. There's bridges outside these
5 windows, it's just, you know, it's great.

6 The other skills that -- or the
7 other pieces of the program that we expect
8 you to provide, and this is exactly the
9 same as Option 1, again, basic skills, HSE
10 prep; the training that you're going to
11 provide; the supportive services; the
12 work-based learning experience/paid work
13 experience piece; and placement and 12
14 months of followup.

15 Eligibility: Must be out of school,
16 must have a barrier to employment that
17 are -- it's listed, laid out in the RFP,
18 must be a resident of New York City, must
19 be 16 to 24 years of age.

20 Outcomes: There are lots of
21 outcomes. Aside from the placement and
22 retention outcomes, I have to say to you
23 right now that we don't know how these are
24 really going to be measured or what the
25 rates are going to be because we're still

1 Proceedings

2 waiting on regulations from the United
3 States Department of Labor. I wish we had
4 more for you. I wish we had more for us,
5 but we don't have it. So, I don't know.
6 We'll all just wing it when we have to, I
7 guess. It will be fun.

8 But sort of related to this, I just
9 want to say that this came up this morning
10 so I'll just take this opportunity to
11 clarify. There's a reference in the RFP to
12 performance-based payments. They would, if
13 we decide to go that route, be based on
14 these outcomes. It will not be more than
15 15 percent of your budget, if we go that
16 route. That is to be determined. There's
17 really nothing else I can say about it or
18 anybody else but that's just an FYI. Okay.

19 Everybody's favorite, WIOA, WIOA
20 Administration. It's rigorous, it's
21 demanding. There's a lot of work to be
22 done here. So that you're aware, the
23 legislation requires that 14 program
24 elements be made available directly or
25 through linkages, as needed, according to a

Proceedings

1 young person's individual service strategy.
2 You must adhere to all local, state and
3 federal nondiscriminatory provisions. I
4 think that's a no-brainer, but there you
5 go. Use DYCD data and fiscal systems for
6 reporting. That's absolutely
7 nonnegotiable. You will be required to
8 keep a hard copy participant file on every
9 young person than that you enroll, and we
10 can talk more about that if you need to.
11 Some of them are very large by the end.
12 And again, the regulations are still coming
13 out and we don't know what they're going to
14 say.
15

16 And Zenaida is taking over again.

17 Thank you.

18 MS. WHITE: Thank you, Megan.

19 Okay. So before we get to the
20 question and answer segment, I just want to
21 bring your attention to post award
22 requirements. There is a Public Assistance
23 Hiring Commitment Rider, a general
24 information and regulatory requirements,
25 and Notice for Proposals Subcontractor

1 Proceedings

2 Compliance. Please note that as it's
3 stated in the RFP, DYCD has the right to
4 approve any subcontractors. So we want to
5 make sure that you are spending the time
6 now to identify all subcontractors because
7 they have to be entered into our Payee
8 Information Portal before any payments can
9 be made and they have to be reported in
10 this system as well. And I see some head
11 nods so I'm not speaking a strange
12 language. Most of you here understand what
13 I'm saying. Good.

14 So moving on to important
15 information. DYCD, as stated in the RFP,
16 also encourages M/WBE participation and
17 recommends the utilization of certified
18 M/WBEs. Some of you, before you come up
19 here, want to know where do I find the
20 transcript, presentation and attendance
21 roster. I want to let you know it will be
22 posted on our DYCD website. We hope to
23 have that up and running within a week.

24 HRA is actually on the way. They
25 are not here just yet, but they will be

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Proceedings

here after the conference is over. They're usually in the reception area to help you with any additional questions you have regarding this Rider.

One last thing about post award requirements, is most of you may be familiar with the fact that you have to go through a determination and responsibility process, so we're encouraging all proposers to take this time now to take a look at your vendex filings and the ever important New York State Attorney General's Charities Bureau Registration. Please make sure you're current and up-to-date with your filings. We find that often times this holds up the process and again, we're looking to get these contracts up and running by July 1st of next year. Okay.

Now, for the question and answer segment, before you come up, we just want to make sure that you come up ready with your questions. Please, it's helpful if you have the page of the RFP that you are referring to, and make sure your question

1 Proceedings

2 is related to this RFP. We just want to
3 make sure. And any time you come up,
4 you're not limited to the number of times
5 you come up, just make sure every time you
6 come up you state your name and the
7 organization you're representing because
8 this session is being recorded. Thank you
9 so much and come on up with your questions.
10 And I'm sorry, you'll line up this way and
11 I'm turning the microphone around for you.

12 MS. BLANK: I have a bunch of
13 questions. My name is Emily Blank. I'm
14 from Cypress Hills Local Development
15 Corporation. I have a bunch of questions
16 that are all about Option 1.

17 Is it allowed to subcontract for any
18 after certification training?

19 MS. KEENAN-BERRYMAN: Yes.

20 MS. BLANK: I think you answered
21 this already but just to clarify, do all
22 participants have to receive all the
23 service elements or it just has to be made
24 available to them?

25 MR. LATIMORE: It has to be made

1 Proceedings

2 available through -- from an assessment and
3 the individual service strategy.

4 MS. BLANK: And do all participants
5 who don't have high school diplomas have to
6 receive HSE instruction?

7 MS. KEENAN-BERRYMAN: It's very
8 important to us that they get that so, I
9 mean, with that said, we understand that
10 it's a tough sell, but we would like
11 to -- we would like that, yes. But is it
12 absolutely totally required, no, but it
13 should be rigorous. It should be an
14 integral part of your program. It
15 shouldn't be an afterthought. It's
16 important.

17 MS. BLANK: Right. Just sometimes
18 depending on where someone is at, they
19 might be ready for different services at
20 different times.

21 Is there an expectation for the
22 number of hours that each service element
23 is provided?

24 MS. KEENAN-BERRYMAN: No.

25 MS. BLANK: Can you offer stipends

1 Proceedings

2 for mentors? Mentoring is one of these
3 required elements.

4 MS. KEENAN-BERRYMAN: Like paying a
5 mentor to mentor?

6 MS. BLANK: Like a stipend.

7 MS. KEENAN-BERRYMAN: No.

8 MS. BLANK: So it has to be purely
9 volunteer?

10 MR. LATIMORE: Yes.

11 MS. BLANK: Do you have a sample of
12 the flow chart that you have in mind for
13 question number 27?

14 MS. KEENAN-BERRYMAN: No.

15 MS. BLANK: And last one is, so the
16 50 percent that have to go into the
17 training that's run by DYCD, will there be
18 training tracks available that are relevant
19 to all of the potential credentials that
20 you could offer, like for CDL?

21 MS. KEENAN-BERRYMAN: No. The
22 50 percent are -- that's beyond the ones
23 that we listed. So those advanced
24 trainings will be, you know, in addition
25 to --

1 Proceedings

2 MS. BLANK: But would they be
3 offered in fields that are --

4 MS. KEENAN-BERRYMAN: Yes.

5 MS. BLANK: -- like if we were to
6 design a program where the credential was
7 CDL, then would DYCD offer an advanced
8 training relevant to someone who had just
9 gotten their CDL?

10 MS. KEENAN-BERRYMAN: Yes. We are
11 aiming for that.

12 MS. BLANK: Okay. That's it. Thank
13 you.

14 MS. SILVERMAN: Hi. My name is
15 Jennifer Silverman. I'm here from
16 Sunnyside Community Services. I have three
17 questions about Option 2.

18 So my first question is that, in the
19 RFP we noticed a reference to EMT jobs and
20 similarly, we are interested in doing a
21 health training program that's really for
22 people that are 18 and over. So is it
23 possible to serve a subset of that
24 population at 16 to 24 and if not, would we
25 refer the 16 and 17-year olds to a

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Proceedings

different job training program through a linked partner.

MR. LATIMORE: You can focus your recruitment if -- that's sort of a prerequisite for EMT training if it's 18. That --

MS. SILVERMAN: This is different, but it's related.

MR. LATIMORE: It should be allowable, but if you have a 16 or 17-year-old who tries to apply to your program, you should make the appropriate referral choice.

MS. SILVERMAN: Great. Thank you. So if our workforce training curriculum is already approved by the Department of Health for New York State, should we assume that it's going to meet DYCD's standards?

MS. KEENAN-BERRYMAN: I mean, I think for Option 2, the point is that the training should lead to a credential like if it's a healthcare one that's licensed by the State, so if it does that and that's

1 Proceedings

2 where your young people get to in the end
3 then that's fine.

4 MS. SILVERMAN: Okay. Great.

5 And then is there a target for the
6 number of youth that we're supposed to
7 serve annually within our program?

8 MS. KEENAN-BERRYMAN: You will have
9 to propose that. You'll have to decide and
10 put that in your proposal.

11 MS. SILVERMAN: Okay. Thank you.

12 MS. MCLEAN: Hello. Natalie McLean
13 and I'm representing Living Above Disorder,
14 Inc., and I really just had one main
15 question and it is in regards to Option 2.
16 What exemption will be considered for
17 organizations serving youths with
18 disabilities, if any?

19 MS. KEENAN-BERRYMAN: Are you
20 looking at a certain page?

21 MS. MCLEAN: No, just sort of
22 meeting the criteria for Option 2, to
23 develop a program for Option 2 but taking
24 on youths with disabilities.

25 MR. LATIMORE: Basically, if you're

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Proceedings

serving youth with disabilities, all of the certifications that are mandated for Option 1, you'll be allowed to use those certifications in Option 2.

MS. MCLEAN: Is that the only difference?

MS. KEENAN-BERRYMAN: Yeah.

MS. MCLEAN: Thank you very much.

MS. DEHLER: Hi. My name is Johanna Dehler. I'm here from Mosholu Montefiore Community Center. I have a followup question about the subcontracting. So you can have subcontractors for both Option 1 and Option 2?

MS. KEENAN-BERRYMAN: Yes.

MS. DEHLER: Great.

Another question about Option 1, is there a minimum of priority sectors that you have to offer in your training or can it just be one of the six?

MS. KEENAN-BERRYMAN: One is fine.

MS. DEHLER: One is fine. Okay.

Thank you.

MR. PHAM: Hi. My name is John Pham

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Proceedings

from the Queens Borough Public Library. I have a couple of questions here.

Page 13, there's some language that says contractors will be required to spend a minimum of 15 percent of their awarded funding on work-based learning experiences. Does this apply to both Options?

MS. KEENAN-BERRYMAN: Yes.

MR. PHAM: And my other question is, if we hire a full-time case manager who's licensed as a license -- LMSW, does this fulfill the 20-hour requirement for a mental health professional, a 20-hour per week requirement for mental health professional?

MS. KEENAN-BERRYMAN: Yes.

MR. PHAM: Okay. Thank you.

MS. DAVIS: Hi. I'm Suzanne Davis with Grant Associates. I had a very similar question about the linkage agreements with a mental health service organization. Is that required if a contractor provides a mental health professional on site?

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Proceedings

MS. KEENAN-BERRYMAN: Can you refer to the -- are you looking at a specific page number or no?

MS. DAVIS: I'm sorry. I don't have the page number.

MR. FRENZEL-BERRA: Can you state your question again?

MS. DAVIS: Is a linkage agreement with a mental health service organization required if the contractor provides a mental health professional on site?

MR. FRENZEL-BERRA: Yes.

MS. KEENAN-BERRYMAN: We don't think so, but as you can see, we have some questions ourselves about that so we will clarify that in an addenda.

MS. DAVIS: Okay. The second question is, is DYCD open to having Option 1 and Option 2 at the same location?

MS. KEENAN-BERRYMAN: Yes.

MS. DAVIS: Thank you.

MS. FORAN: Hi. Suzanne Foran, Henkels & McCoy. I have a question about the work-based learning, the 15 percent of

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Proceedings

the funding. That is on top of the internship money that would be separate from DYCD that's discussed in the first part?

MR. LATIMORE: Suzanne, you are correct.

MS. FORAN: Look at me. Very nice. Second question, I see there's numerous ways that we could engage in other areas of work-based learning, but could we extend the internships longer or offer it to different young people if we don't have enough slots through DYCD? Could we use the 15 percent of it for that as well as staff and all the other stuff?

MR. LATIMORE: Yes, you could.

MS. FORAN: All right. Thank you.

MR. GORDON: Hi. My name is John Gordon from Friends of Island Academy. I have a question related to the six recognized priority sectors, I guess. On page 14, the RFP says, "DYCD will consider additional promising sectors with demonstrable employment prospects", and it

1 Proceedings

2 mentions that, actually, in a couple of
3 other places. So can you say more about
4 that? Do we -- what would we need to
5 provide to demonstrate that, I guess?

6 MR. LATIMORE: You would have to
7 justify that in your proposal, proposal
8 narrative, and basically all I can say is
9 you would have to back it up with some sort
10 of facts.

11 MR. GORDON: So could that be from
12 our own experience placing young people in
13 jobs or do we need to be showing industry
14 research or numerous other things?

15 MS. KEENAN-BERRYMAN: I mean, I'm
16 going out on a limb here. Zenaida, tell me
17 to shut up if I need to. I think you need
18 to be able to demonstrate that there are
19 adequate jobs available for the people that
20 you're going to train in whatever area
21 you're going to train them in. And I think
22 you need to be prepared to talk to industry
23 people, you know. To me, it's much
24 stronger if you have outside sort of
25 sources versus just your own organizational

1 Proceedings

2 experience.

3 MR. GORDON: Right, right. I guess
4 I was trying to understand -- oh, I'm
5 sorry. Go ahead.

6 MR. FRENZEL-BERRA: I will just add
7 too, the other aspect of making a case is
8 the career pathways approach, so it's not
9 just placement in a job but it's
10 demonstrating that there's alternatives and
11 career pathway connectivity.

12 MR. GORDON: Great. I guess I was
13 just trying to make sure that DYCD is open
14 to it since the six sector thing is pretty
15 strong in there. But you're saying yes,
16 DYCD is open to it as long as we can
17 demonstrate that there are jobs?

18 MS. KEENAN-BERRYMAN: Yes.

19 MR. GORDON: Just a followup to a
20 question somebody asked before about
21 whether all the program elements are
22 required for every individual. Is that
23 true with mentoring, like does every
24 individual need to receive mentoring for
25 12 months or is that --

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2 MR. LATIMORE: It should be -- it's
3 based on need and service strategy, so it
4 should be available, but depending on the
5 participants' needs and whatever service
6 strategy, you would decide if the
7 participant needed it or didn't need it.

8 MR. GORDON: That's helpful. Thank
9 you.

10 MS. VASAN: Hi. I'm Tamara Vasan.
11 I'm from Seedco. I have a couple of
12 questions on Service Option 1. I want to
13 go back to the reengaging youth in high
14 school readiness or preparation. You said
15 that we should offer -- make available high
16 school equivalency, but should we also be
17 prioritizing re-enrolling or re-engagement in
18 other school systems such as District 79,
19 if they don't have it, obviously?

20 MR. LATIMORE: If you think that's a
21 strategy that the young person needs, then
22 that's totally acceptable.

23 MS. VASAN: Okay. All right.

24 Another question. So for those
25 youth who have taken a path for educational

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Proceedings

achievement that will extend beyond the initial 12 months of direct service, can providers continue to serve clients as if they were still in the initial phase of service and extend the followup period?

MR. LATIMORE: You cannot extend the followup period, but since basically your first retention outcome is not due until the second quarter after exit, you still can provide these types of services during the followup period.

MS. VASAN: Okay. So other questions -- a few other questions related to kind of scope. There doesn't seem to be a minimum number of clients to be served for a competition, yet the number of awards is limited regionally. So we're wondering, could you provide some more clarity on the minimum/maximum client volumes expected for region or borough?

MR. FRENZEL-BERRA: We always list an approximate estimated number of contracts but it could vary depending on what we receive for the proposals.

1 Proceedings

2 MS. VASAN: And so the client would
3 just do math and --

4 MR. FRENZEL-BERRA: That's correct.

5 MS. VASAN: Another question related
6 to scope. Are agencies allowed to apply
7 and a lead applicant in one project and a
8 subcontractor on others?

9 MR. LATIMORE: Yes.

10 MS. VASAN: And that's about it.
11 Thanks.

12 MR. PEERS: Randy Peers from
13 Opportunities For a Better Tomorrow. I
14 understand one proposal per distinct site.
15 In the case where one of our sites, four
16 blocks away we're building an advanced
17 technology lab that's tied to the Sunset
18 Park location, would that be considered one
19 site even though some of the workplace
20 learning and some of the advanced training
21 would occur physically somewhere else?

22 MS. KEENAN-BERRYMAN: So if you are
23 proposing -- if what you have in mind is
24 two identical programs at two separate
25 locations, then that's two separate

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Proceedings

proposals. If what you have in mind is some program services in one location and others in another but it's the same program, that's one proposal.

MR. PEERS: Second, with respect to scoring of the proposal itself, is there any considerations for organizations that might bring leverage funds already to the table to sort of expand the scope of services provided?

MS. KEENAN-BERRYMAN: If you can write that in, do so. Yeah.

MR. PEERS: Thanks.

MS. GORDON: Kathy Gordon, Good Shepherd Services.

MR. LATIMORE: Hold on one second.

MS. GORDON: Sure.

MR. FRENZEL-BERRA: On the last point about additional funding, it's not required and if you bring additional funds, that in and of itself wouldn't raise your score. However, by doing so, you enrich the program and that would be scored, that would be taken into account. So I just

1 Proceedings

2 wanted to clarify about additional outside
3 funding.

4 MS. GORDON: Hi. So just to
5 clarify, again going back to the paid work
6 experience for young people. Is
7 that -- because in one point in the RFP it
8 refers to DYCD has a pool of money. Are we
9 paying for that out of our budget or is
10 that something separately that DYCD is
11 going to be funding, and it is different
12 for Option 1 and 2?

13 MR. LATIMORE: DYCD has a set aside
14 pool of money for up to 50 percent of your
15 participants for work experience.

16 MS. GORDON: For both Options?

17 MR. LATIMORE: For both Options.

18 MS. GORDON: So that's separate then
19 if we got an award amount? That would be
20 something --

21 MR. LATIMORE: That's totally
22 separate. That's outside the contract
23 award amount.

24 MS. GORDON: That's great.

25 Then just to go back to a followup

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Proceedings

to a question somebody else asked about the case manager serving also as the mental health professional and that being acceptable. I just want to make sure I'm getting this right because it says in the RFP you need a full-time case manager and somebody providing mental health services 20 hours a week at least. So if we hire in theory, a case manager who has an LMSW or LCSW full-time, we would not have to have an additional person 20 hours a week providing mental health services?

MR. FRENZEL-BERRA: Yeah. It's a little bit tricky because if it's a full-time case manager and 20 hours of mental health professional is available to participants, how -- that would be in addition to full-time responsibilities as case manager. It doesn't appear plausible but --

MS. GORDON: So it sounds like that's really not -- probably would not work?

MR. FRENZEL-BERRA: Yeah.

1 Proceedings

2 MS. GORDON: Right. Then my last
3 question about the paid experience is that
4 it says language around the DYCD would help
5 support or coordinate these paid work
6 experiences. Could you say a little bit
7 more about what that actually means?

8 MS. KEENAN-BERRYMAN: Do you have a
9 page number?

10 UNIDENTIFIED SPEAKER: Page 13.

11 MS. GORDON: It says it a few times
12 throughout the RFP.

13 MS. KEENAN-BERRYMAN: So the way we
14 do this now, I don't know if you're
15 familiar with us YEP or YIP --

16 MS. GORDON: Yes.

17 MS. KEENAN-BERRYMAN: Okay. So it's
18 the same. It's the same system. People
19 get a debit card, they have time sheets.
20 You put them in and that's what that is
21 referring to.

22 MS. GORDON: I see. Okay. Thank
23 you.

24 MS. WOTTON: Good afternoon. I'm
25 Melissa from America Works, and I have one

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Proceedings

clarification question. Are for-profits allowed to apply for funding?

MS. KEENAN-BERRYMAN: Yes.

MS. WOTTON: And then is this a brand new program that you're putting out for bid or is it an enhancement on a current program that's being operated?

MR. LATIMORE: It's a new program.

MS. WOTTON: Okay. And then regarding the work experience hours, is there any identical ratio from training to work experience hours that you have?

MS. KEENAN-BERRYMAN: No.

MS. WOTTON: That's something we would just propose?

MS. KEENAN-BERRYMAN: Yeah.

MS. WOTTON: Okay. Thank you.

MS. FORAN: Suzanne from Henkels again. My question is about the credentials and the performance measures. So if we're doing Option 1, we're offering one or two of the five credentials listed but then 50 percent of our young people are going into an advanced training which would

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Proceedings

hopefully also end in a credential. Do any of those credentials count in terms of the measurements for our own performance, or is it an expectation that those young people that go onto the advanced training that you -- for that credential or --

MR. LATIMORE: All of the credentials in Option 1 that are mandated by the contractor for Option 1 training are acceptable credentials. Same thing for any of the advanced training credentials would be acceptable credentials.

MS. FORAN: Okay. So any of those. Great. Thank you.

MR. COFFEY: Hi. Kevin Coffey, CAMBA. Page 14, it actually starts at the bottom of 13, it's back to the same topic about work-based learning services. Where it says, as you can read, "Contractors will be required to spend a minimum of 15 percent of their awarded funding on work-based learning services", how do we reflect this? Do we reflect this in the budget that we submit to you? How is it

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Proceedings

reflected? For example, let's say that I had 15 percent of my bottom line figure turned out to be \$80,000, let's say I was paying two employment specialists \$40,000 each. Does that count as the \$80,000 that are going towards work-based learning services?

MS. KEENAN-BERRYMAN: So we asked the State Department of Labor that very same question about a month ago and so they haven't really completely committed but it's stuff like, you know, staff time that you would, you know, your spending money, developing work-based learning. Staff time is being used to do that. So it's broader than just like administering the paid work experience piece, but how much broader is, you know, is still kind of open, but I will -- we're pushing the State to allow us to have as much latitude as we can on that piece.

MR. COFFEY: So as it stands now, if I was submitting a budget today, how would I reflect this 15 percent that's going

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Proceedings

towards work-based learning services, or
how would it show up on the budget form?

MR. LATIMORE: You would use the
budget narrative. Something else I would
want to add to that, any staff that's
basically doing work readiness activities,
I also would include those sort of staff
activities as part of work experience,
development and management of work
experiences. Any staff that you have
monitoring any work experiences --

MR. COFFEY: I mean, it's almost the
whole program that's --

MS. KEENAN-BERRYMAN: It is, yes.

MR. COFFEY: So the answer to that
question will rest in the budget narrative?

MS. KEENAN-BERRYMAN: Yes.

MR. COFFEY: And I have one other
question. It's somewhat related. I don't
see the word stipends anywhere here in this
RFP. Currently, we give stipends for
people -- for young people that come to us
for training. Are we allowed to do that in
Option 1 now?

1 Proceedings

2 MR. LATIMORE: Stipends are
3 acceptable in both Options.

4 MR. COFFEY: And is there any
5 prescribed rate or --

6 MS. KEENAN-BERRYMAN: No.

7 MR. COFFEY: Okay. Thank you.

8 MR. TENG: Hi. I'm Ted Teng from
9 Hudson Guild. I just have a question in
10 regards to proposal 2. In terms of
11 focusing on information technology and
12 whatnot, can you clarify on any
13 certification requirements and what you
14 would see would work?

15 MR. LATIMORE: That's a program
16 design issue. It's up to you to propose to
17 us what training that you are going to
18 offer and what credential would come from
19 that training.

20 MR. TENG: Okay. So is there a
21 minimum --

22 MS. KEENAN-BERRYMAN: Well, let me
23 just clarify. Credentials have to be
24 nationally recognized or industry-based, so
25 it shouldn't be something that your

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Proceedings

organization prints out a certificate and that's it. Okay. It needs to be something that an employer is going to understand, oh, you know, it's got somebody's seal of approval on it. Does that make sense?

MR. TENG: Yes. All right. Thank you very much.

MS. KEENAN-BERRYMAN: You're welcome.

MS. BLANK: Hi. Emily Blank from Cypress Hills Local Development Corporation. I just had a followup question on the topic of proposing a sector in addition to the six priority sectors. If we were to do that, would that have -- would we have to also choose one of the six priority sectors or could we make the case just for one that DYCD had not identified?

MS. KEENAN-BERRYMAN: You can make the case for one that we have not identified.

MS. BLANK: Okay. Thanks.

MS. SULLIVAN: Hi. Irene Sullivan,

1 Proceedings

2 FDNY Foundation, Workforce Development. I
3 had a question about the staffing
4 expectations. Its a two-fold. One is, can
5 the director be someone already employed or
6 does it have to be in the budget?

7 MS. KEENAN-BERRYMAN: Like in-kind
8 versus --

9 MS. SULLIVAN: No. Someone who's
10 being paid out of the operating budget.

11 MS. KEENAN-BERRYMAN: Yeah. I mean,
12 if it's someone you have on staff now and
13 you want to adjust their duties so that
14 they can do both, that's -- yeah.

15 MS. SULLIVAN: But it doesn't have
16 to be reflected in the budget?

17 MS. KEENAN-BERRYMAN: Not in the
18 budget, but you'll need to discuss --

19 MS. SULLIVAN: Right. In the
20 narrative?

21 MS. KEENAN-BERRYMAN: Yes.

22 MS. SULLIVAN: And then the second
23 part is, if we are hiring, you know, we
24 need to bring on new staff for this. How
25 do we reflect that in the proposal in terms

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2 of resumes and, you know, it says include
3 resumes of key staff we're going to be
4 hiring?

5 MR. LATIMORE: Job descriptions,
6 resumes.

7 MS. KEENAN-BERRYMAN: If you don't
8 have resumes then it will obviously just be
9 job descriptions.

10 MS. SULLIVAN: Thank you.

11 MR. COFFEY: Hi. Kevin Coffey from
12 CAMBA again. Just a followup on that
13 question about key staff, which is a
14 conversation we have at my agency all the
15 time about who's key staff.

16 MS. KEENAN-BERRYMAN: We have that
17 conversation all the time too.

18 MR. COFFEY: Well, I'm so glad we're
19 having the same conversation. Maybe you
20 must come over to our conversation
21 sometime.

22 It reads, as you can see on page
23 three, "Resumes for key staff identified
24 for a position." So key staff means, to
25 me, that means key staff that are listed on

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Proceedings

the budget would be people that would be defined as key staff. Sometimes we list key staff in our agencies, like I won't be on this budget. Should I be in this proposal as a key staff because I'm going to be lending an oversight, for example?

MS. KEENAN-BERRYMAN: I mean, if I were proposing, I would say you should be more inclusive rather than less. I think, you know, anyone who's having a direct contact with a participant should be included, whether or not they are paid through the budget. If you are going to be lending all of your expertise to this program, then I would think you would want to include that.

MR. COFFEY: Okay. Thanks.

MS. DEHLER: Hi. Johanna Dehler again from Mosholu Montefiore Community Center. I have a question about security training. Could that be considered part of retail because a lot of these clients actually find jobs in the retail sector?

MS. KEENAN-BERRYMAN: Are you

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2 talking about Option 1?

3 MS. DEHLER: Uh-huh -- both,
4 Option 1 or Option 2, as a matter of fact.

5 MS. KEENAN-BERRYMAN: We can't say
6 yes or no right now today. But, you know,
7 I think we're pretty firm that the ones
8 that we have listed is what we want and
9 that's what we're going to consider.

10 MS. DEHLER: Okay. All right.
11 Thank you.

12 MS. MARTINEZ: Good afternoon.
13 Jomaira Martinez with Goodwill. I may have
14 missed this so my apologies. For Option 1,
15 are those the absolute only credentials
16 that will be accepted towards training for
17 our young people?

18 MS. KEENAN-BERRYMAN: Yes.

19 MS. MARTINEZ: Okay. Thank you.

20 MR. FRENZEL-BERRA: I just want to
21 return to the question about linkages and a
22 mental health provider. On page 16 of the
23 RFP under the linkages subheading, the
24 first bullet states, "All contractors would
25 have a formal linkage agreement with the

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Proceedings

mental health service organization --

UNIDENTIFIED SPEAKER: We can't hear you.

MR. FRENZEL-BERRA: Oh. Okay. That's better. I just wanted to point out on page 16 there is a statement with regard to linkages and mental health service providers that, "All contractors would have a formal linkage agreement with a mental health service provider organization." So it is required. If that changes, if we change that requirement, it will be noted in an addendum.

MS. WHITE: I just want to make sure there aren't anymore questions.

Do you have a question?

MS. WRIGHT: Yeah, but I can't get to you.

MS. WHITE: Sure. We'll bring you the microphone.

MS. WRIGHT: Thank you. My name is Liv Wright (phonetic) and my organization is Youth at Risk. We just changed our name to Unlocking Futures. I want -- the

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Proceedings

question I wanted to ask, since we are here in the role of subcontractor primarily, I wanted to know the best way, and we do recruitment, training, and managing of mentors, I wanted to know the best way to identify organizations that may have mentoring as part of that strategy that you may have been talking about. Thank you.

MS. MAST: Hi. I don't know if this works but I am very loud.

Can you hear me?

AUDIENCE: Yes.

MS. MAST: Do you have an HHS Accelerator account?

MS. WRIGHT: Not yet -- oh, yes.

MS. MAST: If you have an account, even if you're not prequalified, if you go to the procurements tab, you can sort it, once you find this opportunity, you can see who's prequalified and you can select one specific service area and you can see everybody in the City who is prequalified for that service. When you click on their name, you can see their offices and their

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Proceedings

phone numbers if you want to get in touch with them. So it's kind of a -- it's not perfect, but it's a little bit of a matchmaking service.

MS. WHITE: And to add to that, if anyone here is interested, in the reception area you're free to network with this organization or any other organizations right after this session.

So if there are no more questions, I just want you to be reminded that if you think of something else after this, you want to make sure you submit your questions in writing to rfpquestions@dycd.nyc.gov. And unless it's an HHS Accelerator question, the rest of the panel will not be available for any additional questions because we always want to make sure the questions are on the record. Sometimes it results in, as you kept hearing, addenda, addendum.

Speaking of addenda and addendum, please be on the lookout for HHS Accelerator system, any additional addenda

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Proceedings

will be released through the system. We already have one that was released on November 25th regarding the RFP being released with numbered pages.

Okay. So this concludes our Pre-Proposal Conference. Again, the deadline is December 22nd, 2015 at 2:00 p.m. in the HHS Accelerator system. Make sure you meet that deadline.

Oh, and one last thing. The HRA representative was called to an emergency so if you're interested in a facts sheet, we have it outside in the reception area. You can just pick it up. It looks like this.

Have a great one, and thank you for everything.

(Time noted: 3:06 p.m.)

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C E R T I F I C A T E

STATE OF NEW YORK)
COUNTY OF RICHMOND) ss:

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

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

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

IN WITNESS WHEREOF, I have hereunto set
my hand this 7th day of December, 2015.

Jennifer Cassella

**Department of Youth and Community Development
December 2, 2015**

A		
ABE (1) 18:18	allowable (1) 29:11	41:23
able (7) 3:14 7:18 11:17 13:4 14:11 14:16 35:18	allowed (6) 10:24 25:17 31:4 39:6 44:3 47:24	awarded (5) 8:20 18:10 19:23 32:6 45:22
absolute (1) 53:15	alternatives (1) 36:10	awards (3) 5:5,15 38:17
absolutely (2) 22:7 26:12	America (1) 43:25	aware (2) 19:13 21:22
academic (1) 17:2	amount (2) 41:19,23	
Academy (1) 34:20	announced (1) 5:5	B
Accelerator (21) 2:8 3:21 4:17,19 4:24 5:12 6:15,24 7:3,8 9:10 10:25 11:12 13:17 14:4 15:4,17 55:15 56:16,25 57:9	announcements (2) 5:4,11	back (6) 15:23 35:9 37:13 41:5,25 45:18
accept (1) 7:21	annual (1) 9:12	barrier (1) 20:16
acceptable (5) 37:22 42:5 45:11,13 48:3	annually (1) 30:7	barriers (2) 17:17,18
accepted (2) 4:15 53:16	answer (7) 3:14,19 10:24 11:7 22:20 24:20 47:16	based (2) 21:13 37:3
access (1) 11:9	answered (1) 25:20	basic (3) 10:20 18:16 20:9
ACCO (1) 2:3	answers (1) 6:19	basically (4) 30:25 35:8 38:8 47:7
account (3) 40:25 55:15,17	anticipate (1) 5:4	basis (1) 9:12
achievement (1) 38:2	anticipated (1) 5:13	Beginning (1) 6:4
Act (2) 1:5 3:8	anticipating (1) 18:9	behalf (1) 3:3
action (1) 58:14	anybody (1) 21:18	best (3) 11:14 55:4,6
activities (2) 47:7,9	anymore (1) 54:16	better (2) 39:13 54:6
add (6) 12:3 13:20,21 36:6 47:6 56:6	anyway (2) 7:8 16:22	beyond (3) 19:12 27:22 38:2
addenda (4) 33:17 56:21,23,25	apologies (1) 53:14	bid (1) 44:7
addendum (4) 11:25 54:14 56:22 56:23	apologize (1) 5:6	big (1) 7:19
addition (3) 27:24 42:19 49:15	appear (1) 42:20	Bill (1) 3:4
additional (9) 5:18 24:4 34:24 40:20,21 41:2 42:12 56:18,25	applicant (1) 39:7	bit (5) 19:19 20:2 42:15 43:6 56:4
address (1) 17:18	application (5) 8:12 9:19 14:10,12 15:9	Blank (16) 25:12,13,20 26:4,17,25 27:6,8,11,15 28:2,5,12 49:11,11 49:24
adequate (1) 35:19	application's (1) 13:23	blocks (1) 39:16
adhere (1) 22:3	applications (2) 7:21,22	blood (1) 58:14
adjust (1) 50:13	apply (4) 29:12 32:8 39:6 44:3	Bob (1) 3:24
administering (1) 46:17	applying (1) 12:6	borough (3) 18:7 32:2 38:21
Administration (1) 21:20	approach (3) 6:8,9 36:8	bottom (2) 45:18 46:3
ado (1) 6:23	approaches (1) 12:20	brand (1) 44:6
adult (1) 17:14	appropriate (2) 12:13 29:13	bridge (1) 20:3
advanced (10) 17:23 19:5,20 27:23 28:7 39:16,20 44:25 45:6,12	approval (1) 49:6	bridges (1) 20:4
advise (1) 7:16	approve (1) 23:4	brief (1) 4:10
afternoon (4) 3:2 16:16 43:24 53:12	approved (1) 29:17	bring (5) 22:21 40:9,21 50:24 54:20
afterthought (1) 26:15	approximate (1) 38:23	broad (1) 16:20
age (1) 20:19	area (5) 24:3 35:20 55:22 56:8 57:14	broader (2) 46:16,18
agencies (6) 8:9,15,18,19 39:6 52:4	areas (1) 34:11	broadly (1) 16:25
agency (3) 3:11 11:15 51:14	aside (2) 20:21 41:13	Brooklyn (1) 10:10
agenda (1) 4:6	asked (4) 9:6 36:20 42:2 46:9	budget (16) 6:12 11:24 21:15 41:9 45:25 46:24 47:3,5,17 50:6,10,16 50:18 52:2,5,14
ago (2) 7:20 46:11	asking (1) 9:21	budgets (1) 8:22
agreement (3) 33:9 53:25 54:10	aspect (1) 36:7	building (2) 19:13 39:16
agreements (1) 32:22	assessment (1) 26:2	bullet (1) 53:24
ahead (1) 36:5	Assistance (1) 22:22	bunch (2) 25:12,15
aiming (1) 28:11	Assistant (2) 2:3 3:11	Bureau (1) 24:14
allocated (1) 6:4	Associates (1) 32:20	
allow (1) 46:20	assume (1) 29:19	C
	attendance (1) 23:20	C (3) 2:2 58:2,2
	attention (3) 9:15 12:2 22:21	call (6) 12:23 14:4,6 15:21,22 19:12
	Attorney (1) 24:13	called (1) 57:12
	AUDIENCE (2) 16:17 55:13	calling (1) 12:21
	available (9) 21:24 25:24 26:2 27:18 35:19 37:4,15 42:17 56:18	
	AVENUE (1) 1:22	
	award (6) 5:3,11 22:21 24:6 41:19	

Department of Youth and Community Development
December 2, 2015

2

CAMBA (2) 45:17 51:12
card (1) 43:19
career (3) 17:6 36:8,11
case (10) 32:11 36:7 39:15 42:3,7
42:10,16,20 49:19,22
Cassella (3) 1:18 58:7,21
categories (1) 6:3
category (1) 6:4
CDL (3) 27:20 28:7,9
Center (2) 31:12 52:21
certain (1) 30:20
certificate (1) 49:2
certification (2) 25:18 48:13
certifications (2) 31:3,5
certified (1) 23:17
certify (2) 58:9,13
change (3) 5:9 7:19 54:13
changed (1) 54:24
changes (2) 14:24 54:12
charities (2) 9:13 24:13
chart (1) 27:12
check (2) 7:13 9:12
Chief (1) 3:11
choice (1) 29:14
Chong (1) 3:4
choose (1) 49:17
City (8) 8:8,17,18,25 9:17 11:18
20:18 55:23
clarification (1) 44:2
clarify (10) 11:4,12 12:17 21:11
25:21 33:17 41:2,5 48:12,23
clarity (1) 38:19
click (2) 14:20 55:24
client (2) 38:20 39:2
clients (3) 38:4,16 52:23
close (1) 13:25
Coffey (12) 45:16,16 46:23 47:13
47:16,19 48:4,7 51:11,11,18
52:18
colleague (1) 13:5
colleagues (1) 13:11
come (15) 6:15 7:12 10:11 11:11
17:16 23:18 24:21,22 25:3,5,6,9
47:23 48:18 51:20
comes (1) 3:20
coming (4) 4:25 14:7 19:14 22:13
Commissioner (1) 3:4
Commitment (1) 22:23
committed (1) 46:12
common (1) 13:17
Community (5) 1:3 3:6 28:16
31:12 52:20
compete (3) 8:10 9:24 11:22
competition (2) 8:25 38:17
competitions (1) 18:7
completed (1) 8:11
completely (1) 46:12

Compliance (1) 23:2
component (1) 8:20
concludes (1) 57:6
conference (4) 3:7 6:22 24:2 57:7
connect (1) 17:5
connectivity (1) 36:11
consider (2) 34:23 53:9
considerations (1) 40:8
considered (3) 30:16 39:18 52:22
contact (7) 10:14,21 12:11,16
15:14 16:9 52:12
content (2) 10:24 11:4
content-related (1) 10:22
continue (2) 19:11 38:4
Continuing (1) 5:3
contract (4) 5:14 8:21 19:23 41:22
Contracting (1) 3:11
contractor (3) 32:24 33:11 45:10
contractors (5) 18:16 32:5 45:20
53:24 54:9
contracts (3) 18:10 24:18 38:24
conversation (4) 51:14,17,19,20
coordinate (1) 43:5
copies (1) 4:14
copy (1) 22:9
Corporation (2) 25:15 49:13
correct (3) 12:18 34:7 39:4
count (2) 45:3 46:6
COUNTY (1) 58:5
couple (3) 32:3 35:2 37:11
course (1) 19:16
courtesy (1) 14:3
crazy (1) 18:13
credential (5) 28:6 29:23 45:2,7
48:18
credentials (13) 13:12,14 18:21
27:19 44:21,23 45:3,9,11,12,13
48:23 53:15
criteria (3) 4:9 5:25 30:22
current (2) 24:15 44:8
Currently (1) 47:22
curriculum (1) 29:17
Cypress (2) 25:14 49:12

D

data (1) 22:6
date (2) 4:12 7:23
dates (1) 4:7
Davis (6) 32:19,19 33:5,9,18,22
day (3) 15:9,11 58:18
deadline (10) 11:6 12:20 13:22
14:7,9,17 15:3,12 57:8,10
deadline's (2) 12:19,22
debit (1) 43:19
December (7) 1:10 4:13 5:23 13:8
14:13 57:8 58:18
decide (3) 21:13 30:9 37:6

decision (1) 17:7
defined (2) 19:20 52:3
definitely (3) 17:11,11,12
Dehler (8) 31:10,11,17,23 52:19,19
53:3,10
demanding (1) 21:21
demonstrable (1) 34:25
demonstrate (3) 35:5,18 36:17
demonstrating (1) 36:10
Department (5) 1:3 3:5 21:3 29:18
46:10
depending (3) 26:18 37:4 38:24
Deputy (2) 2:3 3:11
descriptions (2) 51:5,9
design (2) 28:6 48:16
desk (5) 7:25 10:14 15:16,20 16:10
detail (1) 19:9
details (1) 12:14
determination (1) 24:9
determined (1) 21:16
develop (1) 30:23
developing (1) 46:15
development (13) 1:3 2:6,7 3:6,24
4:5 6:7 17:12 18:23 25:14 47:10
49:12 50:2
difference (1) 31:7
different (8) 8:15 19:19 26:19,20
29:2,8 34:13 41:11
diplomas (1) 26:5
direct (2) 38:3 52:11
directly (1) 21:24
director (5) 2:4,6 4:2,4 50:5
disabilities (3) 30:18,24 31:2
discuss (1) 50:18
discussed (1) 34:4
Disorder (1) 30:13
distinct (1) 39:14
District (1) 37:18
document (1) 8:7
documents (7) 8:8 9:7,10 11:23,24
12:12 13:21
doing (7) 8:24 15:10 16:8 28:20
40:23 44:22 47:7
door (1) 19:25
download (3) 7:9 8:15 10:18
draft (1) 13:24
due (9) 4:12,13 7:22,23 12:19 13:7
13:21 14:12 38:9
duties (1) 50:13
DYCD (29) 3:12 7:20 10:2,19,21
11:4 12:17,25 13:24 14:22 15:7
19:6 22:6 23:3,15,22 27:17 28:7
33:19 34:4,14,23 36:13,16 41:8
41:10,13 43:4 49:19
DYCD's (2) 11:2 29:20

E

**Department of Youth and Community Development
December 2, 2015**

<p>E (4) 2:2,2 58:2,2 e-mail (8) 1:24 10:21 11:3 13:13 15:14,19,20,24 e-mails (1) 8:4 earlier (2) 9:20 11:6 earn (1) 6:5 earth (1) 16:21 education (2) 17:22 19:18 educational (1) 37:25 element (1) 26:22 elements (4) 21:24 25:23 27:3 36:21 Eligibility (1) 20:15 emergency (1) 57:12 Emily (2) 25:13 49:11 employed (1) 50:5 employer (1) 49:4 employment (5) 17:22 19:17 20:16 34:25 46:5 EMT (2) 28:19 29:6 encourages (1) 23:16 encouraging (1) 24:10 engage (1) 34:10 enhancement (1) 44:7 enrich (1) 40:23 enroll (1) 22:10 enrolled (1) 19:4 entered (1) 23:7 entitled (1) 58:11 equivalency (2) 18:17 37:16 especially (1) 13:7 estimated (1) 38:23 evaluation (2) 4:8 5:25 everybody (4) 16:16,16,23 55:23 Everybody's (1) 21:19 exactly (1) 20:8 example (2) 46:2 52:7 excited (1) 3:13 exclusively (1) 10:6 exemption (1) 30:16 exit (1) 38:10 expand (1) 40:10 expect (1) 20:7 expectation (2) 26:21 45:5 expectations (1) 50:4 expected (1) 38:20 expecting (1) 19:3 experience (12) 6:5 18:25 20:13 35:12 36:2 41:6,15 43:3 44:11,13 46:18 47:9 experience/paid (1) 20:12 experiences (5) 18:24 32:7 43:6 47:11,12 expertise (1) 52:15 explain (1) 13:15 explore (1) 8:14 exposed (1) 4:23</p>	<p>extend (4) 34:12 38:2,6,7 extent (1) 17:4 extra (1) 20:2</p> <hr/> <p style="text-align: center;">F</p> <hr/> <p>F (1) 58:2 Facilities (1) 6:10 FACSIMILE (1) 1:24 fact (2) 24:8 53:4 facts (2) 35:10 57:13 falls (1) 18:19 familiar (3) 4:18 24:8 43:15 favorite (1) 21:19 FDNY (1) 50:2 February (2) 5:5,14 federal (1) 22:4 fields (1) 28:3 figure (1) 46:3 file (1) 22:9 filings (3) 9:14 24:12,16 finally (2) 17:20 19:16 financial (1) 8:19 find (5) 10:19 23:19 24:16 52:24 55:20 finding (1) 13:16 fine (5) 5:10 18:14 30:3 31:22,23 firm (1) 53:7 first (4) 28:18 34:4 38:9 53:24 fiscal (1) 22:6 five (3) 9:22 18:7 44:23 Floor (1) 1:8 flow (1) 27:12 focus (1) 29:4 focusing (1) 48:11 following (1) 18:20 followup (10) 18:3 20:14 31:13 36:19 38:6,8,12 41:25 49:13 51:12 for-profits (1) 44:2 Foran (6) 33:23,23 34:8,18 44:19 45:14 form (1) 47:3 formal (2) 53:25 54:10 forth (1) 14:14 Foundation (1) 50:2 foundational (1) 9:7 four (2) 8:6 39:15 four-year (1) 5:17 free (1) 56:8 Frenzel-Berra (12) 2:7 3:24 33:7 33:13 36:6 38:22 39:4 40:19 42:14,25 53:20 54:5 Friends (1) 34:20 front (2) 9:16 19:20 fulfill (1) 32:13 full-time (5) 32:11 42:7,11,16,19 fun (1) 21:7</p>	<p>funding (7) 32:7 34:2 40:20 41:3 41:11 44:3 45:22 funds (2) 40:9,21 further (3) 6:13,23 58:13 Futures (1) 54:25 FYI (1) 21:18</p> <hr/> <p style="text-align: center;">G</p> <hr/> <p>gain (1) 11:9 general (1) 22:23 General's (1) 24:13 getting (1) 42:6 give (3) 15:18,21 47:22 given (1) 12:23 glad (1) 51:18 go (14) 6:13 10:16 18:12 19:24 21:13,15 22:6 24:8 27:16 36:5 37:13 41:25 45:6 55:18 goals (1) 16:25 going (28) 3:3,21 4:7,10 6:14 10:3 11:4 16:19 19:15 20:10,24,25 22:14 29:19 35:16,20,21 41:5,11 44:25 46:7,25 48:17 49:4 51:3 52:6,14 53:9 Good (7) 3:2 16:15,17 23:13 40:15 43:24 53:12 Goodwill (1) 53:13 Gordon (19) 34:19,20 35:11 36:3 36:12,19 37:8 40:15,15,18 41:4 41:16,18,24 42:22 43:2,11,16,22 gotten (1) 28:9 Grant (1) 32:20 great (10) 4:22 19:15 20:5 29:15 30:4 31:17 36:12 41:24 45:15 57:17 guarantee (1) 5:23 guess (6) 16:8 21:7 34:22 35:5 36:3,12 guides (2) 10:13 16:3 Guild (1) 48:9</p> <hr/> <p style="text-align: center;">H</p> <hr/> <p>hand (1) 58:18 handoff (1) 19:10 hands (2) 4:20,21 happened (2) 7:20 14:25 happening (1) 10:10 hard (3) 4:14 16:5 22:9 head (1) 23:10 health (16) 28:21 29:18 32:14,15 32:22,24 33:10,12 42:4,8,13,17 53:22 54:2,8,11 healthcare (1) 29:24 hear (2) 54:3 55:12 heard (2) 7:7,11 hearing (1) 56:21 heck (1) 18:4</p>
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**Department of Youth and Community Development
December 2, 2015**

<p>Hello (1) 30:12 help (7) 7:25 10:14 15:16 16:10 20:2 24:3 43:4 helpful (2) 24:23 37:8 Henkels (2) 33:24 44:19 hereunto (1) 58:17 HHS (13) 2:8 3:21 4:16,19,24 5:12 6:15,24 7:3 55:14 56:16,24 57:9 Hi (16) 7:2 28:14 31:10,25 32:19 33:23 34:19 37:10 41:4 45:16 48:8 49:11,25 51:11 52:19 55:10 high (4) 18:17 26:5 37:13,15 Hills (2) 25:14 49:12 hire (2) 32:11 42:9 hiring (3) 22:23 50:23 51:4 hold (3) 6:20 18:9 40:17 holds (1) 24:17 holidays (1) 14:13 hope (1) 23:22 hopefully (1) 45:2 hour (1) 15:16 hours (6) 26:22 42:9,12,16 44:11 44:13 HRA (2) 23:24 57:11 HSE (2) 20:9 26:6 Hudson (1) 48:9 huge (1) 18:3</p> <hr/> <p style="text-align: center;">I</p> <p>idea (1) 18:23 identical (2) 39:24 44:12 identified (3) 49:20,23 51:23 identify (2) 23:6 55:7 importance (1) 19:10 important (12) 4:7 8:10 9:14 11:25 12:8 14:2 17:15,19 23:14 24:12 26:8,16 in-kind (1) 50:7 in-person (1) 10:9 include (3) 47:8 51:2 52:17 included (2) 18:25 52:13 includes (1) 17:21 inclusive (1) 52:10 incorrectly (1) 16:9 indicate (1) 6:17 individual (4) 22:2 26:3 36:22,24 industry (2) 35:13,22 industry-based (1) 48:24 info (1) 13:13 info@hhsaccelerator.nyc.gov (1) 8:2 information (9) 3:19 4:8 10:20 12:16 16:22 22:24 23:8,15 48:11 initial (2) 38:3,5 Innovation (2) 1:4 3:7 instruction (1) 26:6 integral (1) 26:14</p>	<p>integrated (1) 17:9 interactions (1) 8:25 interested (4) 28:20 56:7 57:13 58:15 internship (1) 34:3 internships (1) 34:12 introduce (1) 3:17 intuitive (1) 16:7 invite (1) 6:15 invoicing (1) 8:22 Irene (1) 49:25 Island (1) 34:20 issue (3) 13:3,10 48:16</p> <hr/> <p style="text-align: center;">J</p> <p>Jennifer (4) 1:18 28:15 58:7,21 job (5) 17:6 29:2 36:9 51:5,9 jobs (5) 28:19 35:13,19 36:17 52:24 Johanna (2) 31:11 52:19 John (2) 31:25 34:20 joining (1) 3:13 Jomaira (1) 53:13 July (2) 5:16 24:19 June (1) 5:16 junior (1) 14:10 justify (1) 35:7</p> <hr/> <p style="text-align: center;">K</p> <p>Kathy (1) 40:15 Keenan-Berryman (52) 2:5 4:5 16:14,15,18 25:19 26:7,24 27:4,7 27:14,21 28:4,10 29:21 30:8,19 31:8,16,22 32:9,17 33:2,14,21 35:15 36:18 39:22 40:12 43:8,13 43:17 44:4,14,17 46:9 47:15,18 48:6,22 49:9,21 50:7,11,17,21 51:7,16 52:8,25 53:5,18 keep (2) 14:19 22:9 Keeping (1) 6:11 kept (1) 56:21 Kevin (2) 45:16 51:11 key (9) 51:3,13,15,23,24,25 52:3,4 52:6 kind (4) 15:6 38:15 46:19 56:3 know (29) 8:3,24 13:10 15:4,5,7,10 15:11 17:16 20:5,23 21:5 22:14 23:19,21 27:24 35:23 43:14 46:13,14,19 49:5 50:23 51:2 52:11 53:6 55:4,6,10</p> <hr/> <p style="text-align: center;">L</p> <p>lab (1) 39:17 Labor (2) 21:3 46:10 Lafayette (1) 1:8 laid (1) 20:17 language (3) 23:12 32:4 43:4</p>	<p>large (1) 22:12 late (2) 5:5,14 Latimore (24) 2:4 4:3 25:25 27:10 29:4,10 30:25 34:6,17 35:6 37:2 37:20 38:7 39:9 40:17 41:13,17 41:21 44:9 45:8 47:4 48:2,15 51:5 latitude (1) 46:21 LCSW (1) 42:11 lead (2) 29:23 39:7 leading (1) 18:20 learning (11) 18:24 20:12 32:7 33:25 34:11 39:20 45:19,23 46:7 46:15 47:2 legislation (2) 17:25 21:23 lending (2) 52:7,15 let's (2) 46:2,4 level (3) 14:11,15,17 leverage (1) 40:9 Library (1) 32:2 license (1) 32:12 licensed (2) 29:24 32:12 limb (1) 35:16 limit (1) 18:11 limited (2) 25:4 38:18 line (2) 25:10 46:3 linkage (4) 32:21 33:9 53:25 54:10 linkages (4) 21:25 53:21,23 54:8 linked (2) 18:22 29:3 list (2) 38:22 52:3 listed (7) 9:22 18:21 20:17 27:23 44:23 51:25 53:8 little (7) 13:16 19:19,21 20:2 42:15 43:6 56:4 Liv (1) 54:23 Living (1) 30:13 LMSW (2) 32:12 42:10 local (3) 22:3 25:14 49:12 location (3) 33:20 39:18 40:3 locations (1) 39:25 logging (2) 12:24 13:4 long (1) 36:16 longer (1) 34:12 look (3) 7:14 24:11 34:8 looking (4) 10:5 24:18 30:20 33:3 lookout (1) 56:24 looks (1) 57:15 lot (5) 4:21 8:24 17:18 21:21 52:23 lots (1) 20:20 loud (1) 55:11</p> <hr/> <p style="text-align: center;">M</p> <p>M/WBE (1) 23:16 M/WBEs (1) 23:18 main (1) 30:14 making (1) 36:7 MAMARONECK (2) 1:22,23</p>
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**Department of Youth and Community Development
December 2, 2015**

manage (1) 19:7
management (2) 6:12 47:10
manager (6) 32:11 42:3,7,10,16,20
managing (2) 19:10 55:5
mandated (2) 31:3 45:9
Marie (2) 2:3 3:10
marriage (1) 58:15
Martinez (3) 53:12,13,19
Mast (9) 2:8 3:22 4:25 6:24 7:2,3
55:10,14,17
matchmaking (1) 56:5
math (1) 39:3
matter (4) 1:2 53:4 58:11,16
maximum (3) 6:6,7,8
Mayor's (1) 7:4
McCoy (1) 33:24
McLean (5) 30:12,12,21 31:6,9
mean (6) 26:9 29:21 35:15 47:13
50:11 52:8
means (3) 43:7 51:24,25
measured (1) 20:24
measurements (1) 45:4
measures (1) 44:21
meet (2) 29:19 57:10
meeting (1) 30:22
Megan (4) 2:5 4:5 16:14 22:18
Melissa (1) 43:25
mental (14) 32:14,15,22,24 33:10
33:12 42:3,8,13,17 53:22 54:2,8
54:10
mention (1) 10:9
mentioned (3) 11:6 15:13 16:2
mentioning (1) 14:5
mentions (1) 35:2
mentor (2) 27:5,5
mentoring (4) 27:2 36:23,24 55:8
mentors (2) 27:2 55:6
menu (1) 14:23
microphone (2) 25:11 54:21
military (2) 17:23 19:18
mind (4) 14:19 27:12 39:23 40:2
minimum (5) 31:19 32:6 38:16
45:21 48:21
minimum/maximum (1) 38:20
minority (1) 4:23
missed (1) 53:14
Moderator (1) 2:3
money (4) 34:3 41:8,14 46:14
monitoring (1) 47:12
monitors (1) 5:6
Montefiore (2) 31:12 52:20
month (1) 46:11
months (4) 18:2 20:14 36:25 38:3
morning (2) 10:7 21:9
Mosholu (2) 31:11 52:20
move (2) 4:9 5:9
moving (1) 23:14

multiple (1) 17:17

N

N (1) 2:2
name (12) 3:10 7:2 14:21 25:6,13
28:14 31:10,25 34:19 54:22,24
55:25
narrative (4) 35:8 47:5,17 50:20
Natalie (1) 30:12
Natasha (6) 2:8 3:22 4:25 6:24 7:3
16:12
nationally (1) 48:24
need (22) 5:8 7:17 9:23,25 11:21
12:4 15:24 19:11,11 20:2 22:11
35:4,13,17,17,22 36:24 37:3,7
42:7 50:18,24
needed (2) 21:25 37:7
needs (7) 9:18 12:17,17,18 37:5,21
49:3
network (1) 56:8
new (12) 1:8,8,23 16:21 20:18
24:13 29:18 44:6,9 50:24 58:4,8
newsletters (1) 16:3
nice (2) 16:18 34:8
nine (1) 8:18
no-brainer (1) 22:5
nods (1) 23:11
nondiscriminatory (1) 22:4
nonnegotiable (1) 22:8
Notary (1) 58:7
note (3) 4:14 6:16 23:2
noted (2) 54:13 57:19
notes (1) 6:16
Notice (1) 22:25
noticed (1) 28:19
November (1) 57:4
number (13) 12:23 15:22,25 25:4
26:22 27:13 30:6 33:4,6 38:16,17
38:23 43:9
numbered (1) 57:5
numbers (2) 14:6 56:2
numerous (2) 34:10 35:14

O

obviously (2) 37:19 51:8
occupational (2) 17:3 19:5
occur (1) 39:21
offer (7) 26:25 27:20 28:7 31:20
34:12 37:15 48:18
offered (1) 28:3
offering (1) 44:22
Office (1) 7:4
Officer (1) 3:12
offices (2) 10:10 55:25
oh (5) 36:4 49:5 54:5 55:16 57:11
Okay (28) 5:3 6:23 13:18 21:18
22:19 24:19 28:12 30:4,11 31:23

32:18 33:18 37:23 38:13 43:17
43:22 44:10,18 45:14 48:7,20
49:3,24 52:18 53:10,19 54:5 57:6
olds (1) 28:25
once (9) 8:13,20 10:8,16,18 11:16
12:3 14:20 55:20
ones (4) 8:16 10:4 27:22 53:7
online (1) 7:9
open (4) 33:19 36:13,16 46:19
opened (1) 18:3
operated (1) 44:8
operating (1) 50:10
Operations (1) 7:4
Opportunities (1) 39:13
opportunity (9) 1:5 3:8 8:11 9:23
10:19 11:19 13:9 21:10 55:20
option (30) 5:17 18:8,15 19:3,19
19:21 20:9 25:16 28:17 29:22
30:15,22,23 31:4,5,15,15,18
33:20,20 37:12 41:12 44:22 45:9
45:10 47:25 53:2,4,4,14
Options (5) 18:6 32:8 41:16,17
48:3
order (3) 7:18 9:24 11:22
organization (10) 7:15 9:18 25:7
32:23 33:10 49:2 54:2,11,23 56:9
organizational (2) 6:5 35:25
organizations (4) 30:17 40:8 55:7
56:9
outcome (3) 17:21 38:9 58:16
outcomes (4) 20:20,21,22 21:14
outlined (1) 6:2
outside (5) 20:4 35:24 41:2,22
57:14
oversee (1) 7:5
oversight (1) 52:7
overview (5) 2:4,5 16:13,20 18:15

P

P (2) 2:2,2
p.m (6) 1:11 4:13 7:22 14:2 57:9,19
packet (1) 7:25
page (13) 6:17 24:24 30:20 32:4
33:4,6 34:23 43:9,10 45:17 51:22
53:22 54:7
pages (1) 57:5
paid (8) 9:2 18:25 41:5 43:3,5
46:17 50:10 52:13
panel (3) 3:17,17 56:17
paper (1) 7:21
Park (1) 39:18
part (11) 6:9,10 9:8 17:9 18:2
26:14 34:5 47:9 50:23 52:22 55:8
participant (3) 22:9 37:7 52:12
participants (6) 19:4,6 25:22 26:4
41:15 42:18
participants' (1) 37:5

**Department of Youth and Community Development
December 2, 2015**

6

participating (1) 8:18
participation (1) 23:16
parties (1) 58:14
partner (1) 29:3
parts (1) 8:6
password (1) 14:21
path (2) 16:11 37:25
pathway (1) 36:11
pathways (1) 36:8
pay (2) 9:14 12:2
Payee (1) 23:7
paying (3) 27:4 41:9 46:5
payments (2) 21:12 23:8
Peers (4) 39:12,12 40:6,14
people (17) 15:20 17:16 19:11
 28:22 30:2 34:13 35:12,19,23
 41:6 43:18 44:24 45:5 47:23,23
 52:2 53:17
percent (13) 19:4,22 21:15 27:16
 27:22 32:6 33:25 34:15 41:14
 44:24 45:22 46:3,25
perfect (1) 56:4
performance (2) 44:21 45:4
performance-based (1) 21:12
period (3) 38:6,8,12
person (7) 12:11,24 13:6 15:23
 22:10 37:21 42:12
person's (2) 12:16 22:2
perspective (1) 17:13
Pham (4) 31:25,25 32:10,18
phase (1) 38:5
phone (5) 14:5 15:22,25 19:12
 56:2
phonetic (1) 54:23
physically (1) 39:21
pick (1) 57:15
piece (4) 19:21 20:13 46:18,22
pieces (1) 20:7
pizza (1) 14:23
place (1) 20:3
placement (5) 17:20 19:16 20:13
 20:21 36:9
places (1) 35:3
placing (1) 35:12
Plan (1) 6:6
Planning (2) 2:7 3:23
plausible (1) 42:20
please (10) 4:14 5:21 6:16,17,20
 15:21 23:2 24:14,23 56:24
point (6) 12:24 13:19 29:22 40:20
 41:7 54:6
points (8) 6:3,6,7,8,9,10,11,12
pool (2) 41:8,14
population (1) 28:24
Portal (1) 23:8
position (2) 11:7 51:24
possible (3) 6:20 17:5 28:23

post (4) 17:22 19:17 22:21 24:6
posted (1) 23:22
potential (1) 27:19
Pre-Proposal (2) 3:6 57:7
prep (1) 20:10
preparation (2) 18:18 37:14
prepared (1) 35:22
prequalification (5) 8:12 9:4,9
 10:5,11
prequalified (15) 7:12,18 8:3,13
 9:16,24,25 10:4,8,16 11:18,21
 55:18,21,23
prerequisite (1) 29:6
prescribed (1) 48:5
present (1) 3:18
presentation (2) 6:14 23:20
pretty (2) 36:14 53:7
primarily (1) 55:3
prints (1) 49:2
prioritizing (1) 37:17
priority (4) 31:19 34:22 49:15,18
privileges (1) 14:15
probably (2) 18:3 42:23
proceedings (58) 1:13 3:1 4:1 5:1
 6:1 7:1 8:1 9:1 10:1 11:1 12:1
 13:1 14:1 15:1 16:1 17:1 18:1
 19:1 20:1 21:1 22:1 23:1 24:1
 25:1 26:1 27:1 28:1 29:1 30:1
 31:1 32:1 33:1 34:1 35:1 36:1
 37:1 38:1 39:1 40:1 41:1 42:1
 43:1 44:1 45:1 46:1 47:1 48:1
 49:1 50:1 51:1 52:1 53:1 54:1
 55:1 56:1 57:1 58:10,12
process (4) 10:5 13:15 24:10,17
procurement (3) 7:9 10:17 11:17
procurements (1) 55:19
professional (6) 32:14,16,25 33:12
 42:4,17
program (32) 1:5 2:4,5,7 3:23 6:8
 6:9,10 16:13,25 17:10,15 18:2
 20:7 21:23 26:14 28:6,21 29:2,13
 30:7,23 36:21 40:3,5,24 44:6,8,9
 47:14 48:15 52:16
programs (8) 2:4,4,6 3:9,25 4:2
 17:17 39:24
project (1) 39:7
promising (1) 34:24
proposal (19) 4:12 9:6 10:7 11:9
 12:4,4,14 14:16,24 15:9 30:10
 35:7,7 39:14 40:5,7 48:10 50:25
 52:6
proposals (11) 3:9 4:12,15,16 7:11
 8:16 12:7 18:12 22:25 38:25 40:2
propose (3) 30:9 44:16 48:16
proposers (1) 24:10
proposing (3) 39:23 49:14 52:9
prospects (1) 34:25

provide (7) 17:2 18:16 20:8,11
 35:5 38:11,19
provided (2) 26:23 40:11
provider (2) 53:22 54:11
providers (3) 11:20 38:4 54:9
provides (2) 32:24 33:11
providing (2) 42:8,13
provisions (1) 22:4
Public (3) 22:22 32:2 58:7
purely (1) 27:8
pushing (1) 46:20
put (7) 10:3 12:15 14:20 15:22
 16:10 30:10 43:20
putting (1) 44:6

Q

Q&A (1) 16:23
qualified (1) 8:17
quarter (1) 38:10
Queens (1) 32:2
question (36) 6:21 15:16 22:20
 24:20,25 27:13 28:18 30:15
 31:13,18 32:10,21 33:8,19,24
 34:9,21 36:20 37:24 39:5 42:2
 43:3 44:2,20 46:11 47:17,20 48:9
 49:14 50:3 51:13 52:21 53:21
 54:17 55:2 56:17
questions (32) 3:14,20 4:11 5:19
 5:22 6:17,20 7:24 9:20 10:15,22
 10:23,24,25 11:5,8 24:4,23 25:9
 25:13,15 28:17 32:3 33:16 37:12
 38:14,14 54:16 56:11,14,18,20
quickly (2) 6:19 9:4

R

R (2) 2:2 58:2
raise (1) 40:22
raised (2) 4:20,22
Randy (1) 39:12
rate (1) 48:5
rates (1) 20:25
ratio (1) 44:12
re-engagement (1) 37:17
re-enrolling (1) 37:17
reach (1) 13:7
read (1) 45:20
readiness (3) 17:2 37:14 47:7
reads (1) 51:22
ready (7) 3:18 6:13 12:3 17:7 19:24
 24:22 26:19
real (1) 16:21
realize (1) 14:22
really (10) 7:19 9:4 12:8 16:24
 20:24 21:17 28:21 30:14 42:23
 46:12
receive (5) 13:24 25:22 26:6 36:24
 38:25

**Department of Youth and Community Development
December 2, 2015**

reception (3) 24:3 56:7 57:14
 recognized (2) 34:22 48:24
 recommend (1) 15:4
 recommendation (1) 15:8
 recommends (1) 23:17
 record (3) 6:11 56:20 58:12
 recorded (1) 25:8
 recruitment (2) 29:5 55:5
 reengaging (1) 37:13
 refer (3) 19:6 28:25 33:2
 reference (2) 21:11 28:19
 referral (1) 29:14
 referring (2) 24:25 43:21
 refers (1) 41:8
 reflect (4) 45:24,24 46:25 50:25
 reflected (2) 46:2 50:16
 regard (1) 54:7
 regarding (5) 3:15 5:19 24:5 44:11
 57:4
 regards (2) 30:15 48:10
 region (1) 38:21
 regionally (1) 38:18
 Registration (1) 24:14
 regulations (2) 21:2 22:13
 regulatory (1) 22:24
 related (9) 18:19 21:8 25:2 29:9
 34:21 38:14 39:5 47:20 58:13
 released (4) 8:14 57:2,3,5
 relevant (2) 27:18 28:8
 remind (1) 14:6
 reminded (1) 56:12
 reminding (1) 12:21
 renew (1) 5:18
 reported (3) 1:17 23:9 58:10
 reporting (3) 1:22 6:11 22:7
 representative (2) 3:22 57:12
 representing (2) 25:7 30:13
 Requests (1) 3:8
 required (10) 22:8 26:12 27:3 32:5
 32:23 33:11 36:22 40:21 45:21
 54:12
 requirement (3) 32:13,15 54:13
 requirements (4) 22:22,24 24:7
 48:13
 requires (1) 21:23
 research (3) 2:7 3:23 35:14
 resident (1) 20:18
 respect (1) 40:6
 respond (1) 15:15
 response (2) 5:24 11:14
 responsibilities (1) 42:19
 responsibility (1) 24:9
 responsive (1) 15:18
 rest (2) 47:17 56:17
 resubmit (1) 15:3
 results (1) 56:21
 resumes (5) 51:2,3,6,8,23

retail (2) 52:23,24
 retention (2) 20:22 38:9
 retract (2) 14:25 15:2
 return (1) 53:21
 review (1) 4:7
 reviewing (1) 13:25
 RFP (27) 3:15 5:19 6:2,17 7:10
 8:14 10:18 11:2,3,23,24 16:20
 18:5 20:17 21:11 23:3,15 24:24
 25:2 28:19 34:23 41:7 42:7 43:12
 47:22 53:23 57:4
 rfpquestions@dycd.nyc.gov (2)
 5:21 56:15
 RFPs (2) 8:16 10:23
 RICHMOND (1) 58:5
 Rider (2) 22:23 24:5
 right (20) 4:11 7:15,17 9:11 15:22
 16:11 20:23 23:3 26:17 34:18
 36:3,3 37:23 42:6 43:2 49:7
 50:19 53:6,10 56:10
 rigorous (2) 21:20 26:13
 Risk (1) 54:24
 roadmap (1) 10:17
 Robert (1) 2:7
 role (1) 55:3
 roster (1) 23:21
 route (2) 21:13,16
 run (2) 12:5 27:17
 running (2) 23:23 24:19

S

S (1) 2:2
 sample (1) 27:11
 saying (2) 23:13 36:15
 says (7) 32:5 34:23 42:6 43:4,11
 45:20 51:2
 scheduled (1) 5:15
 school (9) 1:5 3:9 17:4 18:17 20:15
 26:5 37:14,16,18
 scope (3) 38:15 39:6 40:10
 score (1) 40:23
 scored (1) 40:24
 scoring (1) 40:7
 seal (1) 49:5
 seamless (1) 19:10
 seat (1) 5:9
 second (7) 11:16 33:18 34:9 38:10
 40:6,17 50:22
 secondary (2) 17:22 19:17
 sector (3) 36:14 49:14 52:24
 sectors (5) 31:19 34:22,24 49:15
 49:18
 security (1) 52:21
 see (16) 7:15 10:19,20 11:17,20
 16:19 23:10 33:15 34:9 43:22
 47:21 48:14 51:22 55:20,22,25
 Seedco (1) 37:11

segment (3) 6:21 22:20 24:21
 segments (1) 4:10
 select (1) 55:21
 sell (1) 26:10
 send (2) 8:4 13:13
 Senior (4) 2:4,6 3:25 4:4
 sense (1) 49:6
 sensitive (1) 19:9
 separate (6) 18:7 34:3 39:24,25
 41:18,22
 separately (1) 41:10
 serve (3) 28:23 30:7 38:4
 served (1) 38:16
 service (20) 9:19 18:6,15 22:2
 25:23 26:3,22 32:22 33:10 37:3,5
 37:12 38:3,6 54:2,8,11 55:22,24
 56:5
 services (20) 1:22 9:20,22 11:19
 11:21,22 18:22 20:11 26:19
 28:16 38:11 40:3,11,16 42:8,13
 45:19,23 46:8 47:2
 serving (4) 17:13 30:17 31:2 42:3
 session (4) 5:20 7:13 25:8 56:10
 sessions (1) 10:9
 set (3) 16:6 41:13 58:17
 seven (1) 6:2
 share (1) 8:8
 shattering (1) 16:21
 sheet (1) 57:13
 sheets (1) 43:19
 Shepherd (1) 40:16
 show (1) 47:3
 showing (1) 35:13
 shut (1) 35:17
 side (1) 5:7
 Silverman (6) 28:14,15 29:8,15
 30:4,11
 similar (1) 32:21
 similarly (1) 28:20
 simple (2) 12:10 16:6
 single (2) 9:5 12:5
 sit (1) 19:25
 site (7) 12:5,11 13:20 32:25 33:12
 39:14,19
 sites (2) 12:6 39:15
 six (5) 31:21 34:21 36:14 49:15,18
 skills (4) 17:3 18:17 20:6,9
 slots (2) 19:22 34:14
 somebody (6) 12:25 14:10,14
 36:20 42:2,8
 somebody's (1) 49:5
 somewhat (1) 47:20
 sorry (3) 25:10 33:5 36:5
 sort (8) 21:8 29:5 30:21 35:9,24
 40:10 47:8 55:19
 sound (1) 9:18
 sounds (2) 7:6 42:22

Department of Youth and Community Development
December 2, 2015

8

sources (1) 35:25
speak (1) 9:3
SPEAKER (2) 43:10 54:3
speaking (2) 23:11 56:23
specialists (1) 46:5
specific (2) 33:3 55:22
spend (2) 32:5 45:21
spending (2) 23:5 46:14
spiel (1) 7:7
spot (4) 7:16,17 9:11 12:14
ss (1) 58:5
staff (18) 6:7 34:16 46:13,15 47:6,8
47:11 50:12,24 51:3,13,15,23,24
51:25 52:3,4,6
staffing (2) 6:6 50:3
standards (1) 29:20
stands (1) 46:23
start (4) 4:6 12:9,10,13
started (1) 3:3
starts (1) 45:17
state (10) 22:3 24:13 25:6 29:18,25
33:7 46:10,20 58:4,8
stated (2) 23:3,15
statement (1) 54:7
states (2) 21:3 53:24
STENO-KATH (1) 1:22
Stenokath@verizon.net (1) 1:24
stipend (1) 27:6
stipends (4) 26:25 47:21,22 48:2
strange (1) 23:11
strategy (6) 22:2 26:3 37:3,6,21
55:8
Street (1) 1:8
strong (1) 36:15
stronger (1) 35:24
structure (1) 18:5
struggling (2) 16:4,7
stuff (2) 34:16 46:13
subcontract (1) 25:17
subcontracting (1) 31:13
subcontractor (3) 22:25 39:8 55:3
subcontractors (3) 23:4,6 31:14
subheading (1) 53:23
submit (19) 4:16 5:22 7:19 8:16,21
10:6 11:9 12:4 13:6,23 14:3,12
14:16,20,21 15:8 18:12 45:25
56:14
submitted (3) 5:20 14:23,23
submitting (4) 7:10 9:6 13:11
46:24
subset (1) 28:23
Sullivan (7) 49:25,25 50:9,15,19
50:22 51:10
summary (1) 10:18
Sunnyside (1) 28:16
Sunset (1) 39:17
support (3) 5:8 19:12 43:5

supportive (2) 18:22 20:11
supposed (1) 30:6
sure (22) 6:18 9:11 11:13 12:15
13:8 14:8,14 16:10 23:5 24:14,22
24:25 25:3,5 36:13 40:18 42:5
54:15,20 56:14,19 57:10
Suzanne (4) 32:19 33:23 34:6
44:19
system (21) 4:17,19 5:13 7:5,9,23
8:6,22 9:3 11:3,11 16:5,6 17:14
19:7,14 23:10 43:18 56:25 57:2,9
systems (2) 22:6 37:18

T

T (2) 58:2,2
tab (3) 10:18 11:16 55:19
table (1) 40:10
take (4) 6:16 21:10 24:11,11
taken (2) 37:25 40:25
takes (1) 17:18
talk (3) 15:23 22:11 35:22
talking (2) 53:2 55:9
Tamara (1) 37:10
target (1) 30:5
team (4) 9:9 12:20 14:3 15:15
technical (1) 5:7
technology (2) 39:17 48:11
Ted (1) 48:8
Teddy (2) 2:4 4:3
tell (1) 35:16
templates (1) 11:24
Teng (4) 48:8,8,20 49:7
term (2) 5:14,17
terms (3) 45:3 48:10 50:25
thank (27) 3:12 6:24 16:11,12
22:17,18 25:8 28:12 29:15 30:11
31:9,24 32:18 33:22 34:18 37:8
43:22 44:18 45:15 48:7 49:7
51:10 53:11,19 54:22 55:9 57:17
Thanks (4) 39:11 40:14 49:24
52:18
theory (1) 42:10
thing (5) 12:8 24:6 36:14 45:11
57:11
things (2) 19:2 35:14
think (14) 13:19 16:6 19:15 22:5
25:20 29:22 33:14 35:17,21
37:20 52:10,16 53:7 56:13
three (3) 9:8 28:16 51:23
tied (1) 39:17
time (13) 3:20 9:5 14:18 23:5 24:11
25:3,5 43:19 46:13,15 51:15,17
57:19
timeline (1) 5:13
times (4) 24:16 25:4 26:20 43:11
today (4) 3:13 9:21 46:24 53:6
today's (1) 5:20

Tomorrow (1) 39:13
top (1) 34:2
topic (2) 45:18 49:14
totally (3) 26:12 37:22 41:21
touch (3) 12:18 13:2 56:2
tough (1) 26:10
track (1) 14:24
tracks (1) 27:18
train (2) 35:20,21
training (30) 17:23 18:20 19:5,18
19:20,25 20:4,10 25:18 27:17,18
28:8,21 29:2,6,16,23 31:20 39:20
44:12,25 45:6,10,12 47:24 48:17
48:19 52:22 53:16 55:5
trainings (1) 27:24
transcript (3) 1:13 23:20 58:11
tricky (1) 42:15
tries (2) 15:15 29:12
true (2) 36:23 58:12
try (5) 14:4,6 15:7,8,17
trying (7) 5:7 9:16 13:2 17:5,8 36:4
36:13
turned (1) 46:4
turning (1) 25:11
two (7) 5:18 18:6 39:24,24,25
44:23 46:5
two-fold (1) 50:4
types (1) 38:11

U

Uh-huh (1) 53:3
umbrella (1) 18:19
understand (5) 23:12 26:9 36:4
39:14 49:4
UNIDENTIFIED (2) 43:10 54:3
United (1) 21:2
Unlocking (1) 54:25
unsubsidized (2) 17:21 19:17
up-to-date (2) 9:13 24:15
upfront (1) 9:8
upload (1) 8:7
uploading (1) 12:13
use (5) 11:11 22:6 31:4 34:14 47:4
user (1) 14:21
users (1) 14:17
usually (1) 24:3
utilization (1) 23:17

V

vacation (1) 14:18
vary (1) 38:24
Vasan (7) 37:10,10,23 38:13 39:2
39:5,10
vault (1) 8:7
vendex (1) 24:12
versus (2) 35:25 50:8
vets (1) 9:10

**Department of Youth and Community Development
December 2, 2015**

<p>videos (2) 10:12 16:3 view (1) 11:23 volumes (1) 38:20 volunteer (1) 27:9</p> <hr/> <p style="text-align: center;">W</p> <hr/> <p>waiting (1) 21:2 walk (3) 4:25 16:19 19:24 want (34) 6:18 8:3,10 10:11 11:13 12:5,15 13:8,18 14:25 17:12 18:12,13 19:7 21:9 22:20 23:4,19 23:21 24:21 25:2 37:12 42:5 47:6 50:13 52:16 53:8,20 54:15,25 56:2,12,14,19 wanted (6) 11:12 41:2 54:6 55:2,4 55:6 wants (1) 16:24 way (8) 5:9 15:2 23:24 25:10 43:13 55:4,6 58:15 ways (1) 34:10 we'll (6) 4:9 15:6,22 16:23 21:6 54:20 we're (24) 3:2,20 5:7 6:14 9:16 10:23 11:7 13:3 17:8 18:8 19:13 20:25 24:10,17 30:6 38:18 39:16 44:22,22 46:20 51:3,18 53:7,9 webinars (1) 10:12 website (2) 15:13 23:22 week (4) 23:23 32:15 42:9,12 weight (1) 10:3 welcome (2) 3:5 49:10 whatnot (1) 48:12 WHEREOF (1) 58:17 White (9) 2:3 3:2,10 4:21 16:12 22:18 54:15,20 56:6 windows (1) 20:5 wing (1) 21:6 WIOA (9) 1:5 2:4,4,5 3:8,25 4:2 21:19,19 wish (2) 21:3,4 WITNESS (1) 58:17 wondering (1) 38:18 word (1) 47:21 work (20) 7:3,4 9:17 15:20 17:2 18:25 20:12 21:21 41:5,15 42:24 43:5 44:11,13 46:17 47:7,9,10,12 48:14 work-based (10) 18:23 20:12 32:7 33:25 34:11 45:19,23 46:7,15 47:2 workforce (4) 1:4 3:7 29:16 50:2 working (2) 14:10 17:4 workplace (1) 39:19 works (2) 43:25 55:11 worms (1) 18:4 worry (1) 4:24 WOTTON (5) 43:24 44:5,10,15,18</p>	<p>wouldn't (1) 40:22 Wow (1) 4:21 Wright (4) 54:18,22,23 55:16 write (1) 40:13 writing (2) 5:20 56:15</p> <hr/> <p style="text-align: center;">X</p> <hr/> <p>x (2) 1:2,6</p> <hr/> <p style="text-align: center;">Y</p> <hr/> <p>yeah (8) 31:8 40:13 42:14,25 44:17 50:11,14 54:18 year (1) 24:19 years (4) 5:18 7:20 9:8 20:19 YEP (1) 43:15 YIP (1) 43:15 York (8) 1:8,8,23 20:18 24:13 29:18 58:4,8 young (13) 17:16 19:11 22:2,10 30:2 34:13 35:12 37:21 41:6 44:24 45:5 47:23 53:17 youth (19) 1:3,5 2:4,6 3:5,9 4:2,4 17:3,12,13,14 18:23 19:24 30:6 31:2 37:13,25 54:24 youths (2) 30:17,24</p> <hr/> <p style="text-align: center;">Z</p> <hr/> <p>Zenaida (4) 2:3 3:10 22:16 35:16</p> <hr/> <p style="text-align: center;">0</p> <hr/> <p style="text-align: center;">1</p> <hr/> <p>1 (19) 6:9 14:11 18:6,15 20:9 25:16 31:4,15,18 33:20 37:12 41:12 44:22 45:9,10 47:25 53:2,4,14 1:55 (1) 15:6 10007 (1) 1:8 10543 (1) 1:23 12 (4) 18:2 20:13 36:25 38:3 13 (3) 32:4 43:10 45:18 139 (1) 1:22 14 (4) 8:14 21:23 34:23 45:17 14th (1) 1:8 15 (10) 6:7,10 19:22 21:15 32:6 33:25 34:15 45:22 46:3,25 15th (1) 5:23 16 (6) 20:19 28:24,25 29:11 53:22 54:7 17-year (1) 28:25 17-year-old (1) 29:12 18 (2) 28:22 29:6 1st (2) 5:16 24:19</p> <hr/> <p style="text-align: center;">2</p> <hr/> <p>2 (18) 1:8,10 6:10 14:15,17 18:6 19:19 28:17 29:22 30:15,22,23 31:5,15 33:20 41:12 48:10 53:4</p>	<p>2:00 (8) 4:13 7:22 12:22 14:2,7 15:5,11 57:9 2:07 (1) 1:11 20 (3) 42:9,12,16 20-hour (2) 32:13,14 2015 (3) 1:10 57:8 58:18 2016 (3) 5:6,14,16 2020 (1) 5:16 212.95.DEPOS (1) 1:23 22nd (4) 4:13 13:8 14:13 57:8 24 (3) 18:10 20:19 28:24 25 (1) 6:6 25th (1) 57:4 27 (1) 27:13</p> <hr/> <p style="text-align: center;">3</p> <hr/> <p>3:06 (1) 57:19 30 (1) 6:9 30th (1) 5:16</p> <hr/> <p style="text-align: center;">4</p> <hr/> <p>40,000 (1) 46:5</p> <hr/> <p style="text-align: center;">5</p> <hr/> <p>5 (3) 6:8,11,12 5:00 (1) 15:17 50 (5) 19:4 27:16,22 41:14 44:24</p> <hr/> <p style="text-align: center;">6</p> <hr/> <p>60 (1) 9:20</p> <hr/> <p style="text-align: center;">7</p> <hr/> <p>79 (1) 37:18 7th (1) 58:18</p> <hr/> <p style="text-align: center;">8</p> <hr/> <p>80,000 (2) 46:4,6</p> <hr/> <p style="text-align: center;">9</p> <hr/> <p>9:00 (1) 15:17 914.381.2061 (1) 1:23 914.722.0816 (1) 1:24 953.3767 (1) 1:23</p>
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