



**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**

October 24, 2007

**ADDENDUM #2**

**Re:** Service Learning Programs Request  
for Proposals - PIN: 26008RESLRFP

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 Service Learning Programs Request for Proposals (RFP) PIN 26008RESLRFP. Proposers should acknowledge receipt of **Addendum #2** by using Acknowledgement of Addenda (Form 9).

**ADDENDUM ITEMS**

1. Appendix A - List of Eligible Sites: This section is amended to delete the following site from Appendix A. It no longer an eligible site for the purpose of this RFP.

**Brooklyn CD2, Page 29**

Brooklyn High School of the Arts  
345 Dean Street, Brooklyn, NY 11217

2. Appendix A – List of Eligible Sites: This section is amended to add the following site to Appendix A. It is an eligible site for the purpose of this RFP:

**Brooklyn CD 13, Page 35**

Site	Address	Program Provider(s) and DYCD Programs at Site
George Westinghouse Career and Technical Education High School	105 Tech Place, Brooklyn, NY11201	Imani House (OST Option 1)

**Please Note: This Addendum will be posted on DYCD's website.**

Ava B. Walker  
Deputy Agency Chief Contracting Office



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**JEANNE B. MULLGRAV**  
**Commissioner**

October 17, 2007

**ADDENDUM #1**  
**Re: Service Learning Programs**  
**Request for Proposals**  
**PIN: 26008RESLRFP**

Dear Prospective Proposer:

Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing **Addendum #1** to the Service Learning Programs Request for Proposals (RFP) PIN 26008RESLRFP. Proposers should acknowledge receipt of **Addendum #1** by using Acknowledgement of Addenda (Form 9).

**I. ADDENDUM ITEMS**

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

**DEADLINE FOR PROPOSALS: November 5, 2007**

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

Date: November 5, 2007  
Time: 2:00 PM

3. Appendix A - List of Eligible Sites RFP: This section is amended to delete the following sites from **Appendix A** and are no longer eligible sites for the purpose of this RFP:

**Bronx CD6, Page 24**  
M.S. 118  
577 East 179<sup>th</sup> Street, Bronx NY 10457

**Bronx CD11, Page 27**

City Scholars  
925 Astor Avenue, Bronx NY 10465

**Brooklyn CD3, Page 29**

J.H.S. 258  
141 Macon Street, Brooklyn, NY 11216

**Brooklyn CD5, Page 31**

Maxwell High School  
145 Pennsylvania Avenue, Brooklyn, NY 11207

**Brooklyn CD13, Page 35**

City Scholars at Lafayette High School  
2630 Benson Avenue, Brooklyn NY 11214

**Erasmus High School**

911 Flatbush Avenue, Brooklyn NY 11210

**Manhattan CD8, Page 43**

City Scholars-Hunter College  
695 Park Avenue, NY, NY 10021

**Queens CD2, Page 47**

City Scholars at LaGuardia Community College, International High School  
31-10 Thomson Avenue, Long Island City, NY 11101

4. Section II – Summary of the Request for Proposals, Page 7, Anticipated Payment Structure: The paragraph is amended to add the following sentence.

In Year 1, contractors will be paid at the rate of seventy five percent (75%) of their approved 12-month budget.

5. Section III – Scope of Services, Page 12, Outreach, Recruitment and Enrollment: The section is amended to add the following two bullets:

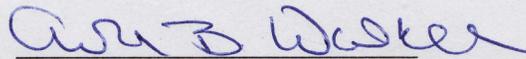
- Contractors would recruit for the program youth who are not currently enrolled in other DYCD-funded programs, except in the case of the Summer Youth Employment Program (SYEP).
- Where youth enrolled in the Service Learning program are also enrolled in SYEP, their SYEP activities/hours will not count towards minimum requirements in any part of the Service Learning Program.

6. Section III – Scope of Services, Page 13, Incentives/Stipends: The second bullet is amended to read as follows:

Contractors would not be permitted to make regular payments to participants that are equivalent to wages, irrespective of the source of funding for such payments.

7. Attachment – Healthcare Provider Linkage Agreement (Form 3), Attachment Page 33, Form 3: **Form 3** has been **amended** to add a signature page. **Revised Form 3** is attached to this addendum.

**Please Note: This Addendum will be posted on DYCD's website.**



Ava B. Walker

Deputy Agency Chief Contracting Officer

**HEALTHCARE PROVIDER LINKAGE AGREEMENT**

<b>Proposer:</b>	<b>PIN #: 26007SLRFP</b>
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**INSTRUCTIONS:** The purpose of this Linkage Agreement is to ensure to the maximum extent possible that program participants receive comprehensive health services, including, but not limited to the following: primary care services, reproductive health services, and mental health care services/screenings; information on nutrition, substance abuse, pregnancy prevention, HIV/AIDS and other STIs, healthy relationships, parenting and violence prevention; and referrals for specialty care. **Proposers should use a separate Linkage Agreement Form for each proposed linked organization, duplicating the form as needed.**

Pursuant to the proposal submitted by \_\_\_\_\_ (**Proposer Organization**) in response to the Service Learning Programs Request for Proposals from the Department of Youth and Community Development, the proposer, if funded, will establish programmatic linkages with \_\_\_\_\_ (**Linked Organization**).

Under this Linkage Agreement, \_\_\_\_\_ (**Linked Organization**) will offer the following services/information to the service learning program participants. **Please check all boxes on the list below that apply.**

- Primary care services (including annual physical exams)
- Comprehensive reproductive health services, including birth control; HIV testing; STI testing and treatment; pregnancy testing plus options counseling. Please check if the following also apply:
  - The above services will be provided regardless of the teens’ ability to pay
  - The above services will be provided without parental consent as protected under NYS law.
  - At a minimum, emergency contraception (the morning-after pill), oral contraception, Depo-Provera, and condoms, are available regardless of a teens’ ability to pay and without parental consent, either through an on-site dispensary or another mechanism.
- Mental health services/screenings (e.g. for depression, suicide prevention)
- Referrals for specialty care such as dental care, vision care, hearing screenings
- Substance abuse treatment or referrals for treatment
- Information and workshops on:
  - HIV and other STIs
  - Pregnancy prevention
  - Substance abuse prevention
  - Healthy relationships, dating violence, and violence prevention
  - Parenting
  - Nutrition & physical activity

Describe below how the Healthcare Provider will encourage and facilitate use of its services by program participants and where the services will be provided. (Preferable page limit: 1 page)

**Proposer Organization:**

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date:     /     /

**Linked Organization:**

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date:     /     /



**DEPARTMENT OF  
YOUTH AND  
COMMUNITY  
DEVELOPMENT**

**Michael R. Bloomberg**  
Mayor

**Jeanne B. Mullgrav**  
Commissioner

**SERVICE LEARNING PROGRAMS  
REQUEST FOR PROPOSALS  
PIN: 26008RESLRFP**

**RFP RELEASE DATE:** October 1, 2007

**DEADLINE FOR PROPOSALS:** October 31, 2007

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

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

**PRE-PROPOSAL CONFERENCE:** October 10, 2007

**PRE-PROPOSAL CONFERENCE  
LOCATION:** 10:00 AM – 12:00 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](http://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**

**SERVICE LEARNING REQUEST FOR PROPOSALS (RFP)  
PIN: 26008RESLRFP**

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**ATTACHMENT PROPOSAL FORMAT AND CONTENT  
FORMS**

<b>Proposal Summary</b>	<b>Form 1</b>
<b>Service Activity Linkage Agreement</b>	<b>Form 2</b>
<b>Healthcare Provider Linkage Agreement</b>	<b>Form 3</b>
<b>School Linkage Agreement</b>	<b>Form 4</b>
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<b>Corporate Governance Certification</b>	<b>Form 7</b>
<b>Certification Regarding Substantiated Cases of Child Abuse or Neglect</b>	<b>Form 8</b>
<b>Acknowledgement of Addenda</b>	<b>Form 9</b>

## **AUTHORIZED AGENCY CONTACT PERSONS**

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

### **Procurement:**

Ava B. Walker  
Deputy Agency Chief Contracting Officer  
Office of Contract Procurement  
Department of Youth and Community Development  
156 William Street, 2<sup>nd</sup> Floor  
New York, New York 10038  
Telephone: (212) 442-5982  
Facsimile: (212) 676-8129  
E-mail: SLRFP@dycd.nyc.gov

### **RFP Content:**

Cressida Wasserman  
Senior Planner  
Planning, Research & Program Development  
Department of Youth and Community Development  
156 William Street, 2<sup>nd</sup> Floor  
New York, New York 10038  
Telephone: (212) 676-8109  
Facsimile: (212) 676-8160  
E-mail: SLRFP@dycd.nyc.gov

**NOTE ON E-MAIL INQUIRIES: Proposers must enter “Service Learning Programs – PIN 26008RESLRFP” in the subject line of their email message.**

DYCD cannot guarantee a timely response to phoned-in and written questions regarding this RFP that are 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: October 1, 2007**

**B. Pre-Proposal Conference:**

**Date: October 10, 2007**  
**Time: 10:00 AM – 12:00 PM**  
**Location: New York City Technical College**  
**Klitgord Center**  
**285 Jay Street**  
**Brooklyn, New York 11201**

Attendance by proposers is optional but recommended by DYCD.

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

**Date: October 31, 2007**  
**Time: 2:00 PM**  
**Location: Hand-deliver proposals to: Office of Contract Procurement**  
**156 William Street, 2<sup>nd</sup> Floor**  
**New York, New York 10038**  
**Attention: Ava B. Walker**  
**Deputy Agency Chief Contracting Officer**

**Proposals received at this location after the Proposal Due Date and Time are late and shall not be accepted, except as provided under New York City’s Procurement Policy Board Rules, Section 3-03(f)(5).** The Agency will consider requests made to the Authorized Agency Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless the Agency issues a written addendum to this RFP that extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect.

DYCD will not accept e-mailed or faxed proposals.

**D. Anticipated Contract Start Date: January 1, 2007**

## SECTION II – SUMMARY OF THE REQUEST FOR PROPOSALS

### **Purpose**

Through this RFP, the New York City Department of Youth and Community Development (DYCD) is seeking appropriately qualified organizations to provide Service Learning (SL) programs for youth in the Bronx, Brooklyn, Manhattan, and Queens.<sup>1</sup> The SL initiative has been made possible by Mayor Michael R. Bloomberg's Center for Economic Opportunity (CEO).<sup>2</sup>

SL programs use youth development frameworks to engage young people in a mix of formal instruction, meaningful service activities and reflection on service experiences, benefiting both the program participants and other members of their communities. Research has demonstrated that a combination of service activities with curriculum-based learning fosters critical thinking, personal responsibility, positive attitudes towards school, and increased civic engagement. By providing youth with opportunities to acquire and practice important life-skills while contributing to the well-being of others, SL programs highlight both the value and rewards to young people of voluntary service and engagement in the lives of their communities.

Young people transitioning into adulthood face developmental changes on many fronts and benefit from participation in out-of-school time programs. However, older youth are less likely than younger children to participate in such programs. The aim of the SL initiative is to enhance youth development services for middle- and high-school youth in some of the New York City's (City) highest-need neighborhoods and encourage their participation in programs that can help them keep on track at school and develop their life-skills. Studies show that the combination of structured learning and challenging service experiences can offer benefits that are especially significant for adolescent participants, including reduced risk for teen pregnancy, increased school engagement, and improved chances for academic success.

Based on research about the needs of adolescents and the potential benefits of SL programs, DYCD is seeking contractors who will successfully engage in-school youth ages 13 to 21 in programs that combine structured learning with meaningful service projects. Contractors will be expected to have the capacity to integrate the SL program with other programming at the designated site, facilitating access to other available activities and services. Contractors would have links with others in the community including service placement hosts, healthcare providers, and schools.

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<sup>1</sup> This RFP is a reissue of the Service Learning Programs RFP (PIN 26008CESLRFP) released on July 5, 2007. The unallocated funds in four of the borough competitions from that solicitation are available for SL programs through this reissue. In the case of Staten Island, the funds earmarked for that competition were fully allocated.

<sup>2</sup> The CEO's mission is to reduce the number of people living in poverty in New York City through the implementation of result-driven and innovative initiatives. For further information, see <http://home2.nyc.gov/html/ceo/html/home/home.shtml>

Goals of the SL programs include increasing youth engagement in school and community and promoting responsible behaviors to reduce risks for teen pregnancy, sexually transmitted infections, and substance abuse. The SL programs would have curriculum-related and service-related components, including time for reflection. DYCD expects participants to lead the decision-making process concerning choices relating to curriculum topics and service projects. To maintain interest and commitment, and encourage youth to remain in the SL program for more than one year, DYCD will also expect program designs to allow for variations over time in both the learning and service components.

### **Participation of Technical Assistance and Capacity Building (TACB) Vendors in the RFP**

Any entity, including a subcontractor of such entity, awarded a contract to provide TACB services to the SL programs is **not eligible** to submit a proposal in response to this RFP, and may not participate as a subcontractor through this RFP.

### **Competitions/Designated Sites**

There will be four borough-based competitions. All the SL programs will be located at designated DYCD Out-of-School Time (OST) or Beacon Community Center (Beacon) program sites. Proposers are encouraged to target neighborhoods with above-average teen pregnancy and high poverty rates. **See Appendix A** for the list of designated SL program sites and current contractors of DYCD at those sites.

**Proposers may submit proposals in more than one competition and for more than one site within a competition but must submit a separate and complete proposal for each site.**

### **Maximum Available Funding**

It is anticipated that maximum total funding for this RFP will be \$2,739,104. The allocation of funds across borough competitions is indicated in the chart below.<sup>3</sup> DYCD reserves the right to award less than the full amount of the funding requested by proposers, and to modify the allocation of funds among the competitions in the best interests of the City.

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<sup>3</sup> These figures represent an adjustment based on the maximum available funding levels for each borough competition in the original RFP (PIN 26008CESLRFP) minus the amount awarded for programs.

### Borough Allocation Chart

<b>Borough</b>	<b>Allocation</b>
Bronx	\$ 280,790
Brooklyn	\$ 1,237,076
Manhattan	\$ 567,743
Queens	\$ 653,495
<b>NYC Total</b>	<b>\$ 2,739,104</b>

Proposers are encouraged to secure cash contributions from private sources. Cash contributions would be used to enhance program services.

### **Minimum Service Levels/Price Per Participant**

It is anticipated that each SL program will serve a minimum of 40 youth annually at a maximum price per participant of \$1,125. DYCD will consider a higher price per participant for programs serving youth with disabilities (physical, emotional, behavioral, and/or cognitive impairments) provided there is sufficient justification for the program design in the proposal.

### **Anticipated Contract Term**

DYCD anticipates that Year 1 contracts will start January 1, 2008 and end August 31, 2008, with an option for DYCD to renew for up to 24 months.

### **Anticipated Payment Structure**

It is anticipated that the payment structure of the contracts awarded from this RFP will be based on a line-item budget reimbursement. However, DYCD reserves the right to modify the payment structure so that up to 10 percent of the contract value is based on performance.

### **Subcontracting<sup>4</sup>**

Subcontracting is permissible under the following conditions:

- Subcontractors must meet the same minimum qualifications as prime contractors.
- *The proposer must identify any proposed subcontractor in the proposal.*
- Agency assumptions regarding contractor approach as set out in Section III - Scope of Services and other sections of this RFP apply equally to any proposed subcontractor.

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<sup>4</sup> For the purposes of this RFP, the term “contractor” should be read as including “subcontractor” wherever applicable.

- All subcontractors and subcontracts shall be subject to DYCD approval before expenses are incurred and payment made.
- 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.

### **Minimum Qualification Requirements**

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.

All proposers must be incorporated as not-for-profit organizations, as documented by a Certificate of Incorporation **OR** demonstrate proof of filing for such status, as documented by a copy of the relevant application with the New York State Department of State prior to 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.

**Proposals that do not meet the above requirements will be determined to be non-responsive and will not be further considered.**

### **Regulatory Framework**

#### **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.

#### **Americans with Disabilities Act (ADA)**

Program facilities should be easily accessible to people with disabilities and should meet all requirements of the ADA. If they do not, DYCD-approved alternative measures, such as access to other suitable space, should be used to make activities accessible to persons with disabilities.

#### **Fingerprinting**

All SL program staff, paid and volunteer, shall be fingerprinted.

#### **Criminal Convictions and Arrest**

Upon receipt of an award, the contractor shall comply with all applicable regulations, policies and procedures of DYCD, and, if the SL program is at a school-based site, the Department of Education (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 SL program. In addition, the contractor shall report any conviction or subsequent arrest of any staff member, paid or volunteer, of which it becomes aware to DYCD, and, if the SL program is school-based, to the DOE Office of Personnel Investigation as well.

### **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 the SL program. 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.

### **Contract Payments**

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

## **SECTION III - SCOPE OF SERVICES**

### **A. Goals and Objectives**

DYCD's goals for the SL programs are to foster engagement in school and community and promote responsible behaviors. In particular, the SL programs would seek to:

- Cultivate an ethic of service and increase civic engagement.
- Develop life-skills and critical-thinking skills, and encourage supportive relationships with caring adults.
- Promote commitment to academic achievement.
- Reduce risk behaviors that may result in teen pregnancy, sexually transmitted infections (including HIV/AIDS), and substance abuse.
- Encourage use of health, including reproductive health, and mental health services.

### **B. 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.

### **C. Assumptions Regarding Contractor Approach**

DYCD's assumptions regarding the best approach for achieving the goals and objectives set out above are as follows:

#### **Contractor and Staff Qualifications/Experience**

- Contractors would have a minimum of three years of experience in youth development and three years experience in civic engagement, or community service, or SL programming, and a *successful track record* providing youth programming relevant or similar to the proposed SL program.
- Contractors would have experience in the management and supervision of volunteers.
- The Program Director would have a Bachelor's degree OR at least six years experience working in a youth-serving organization, at least two years of which were in a supervisory position.

- The Program Director and key staff members would have a minimum of three years experience working with youth ages 13 to 21 and at least one year's experience working in an SL program.
- The contractor and its program staff would know the backgrounds and cultures of program participants and their communities and be able to integrate this knowledge into service delivery.
- Program staff would have appropriate educational qualifications and/or experience to effectively deliver a professionally-developed SL curriculum and would be at least 18 years old.
- Program staff would be computer-literate, with ability to use electronic spreadsheet programs such as Microsoft Excel.

### **Program Facility: Security and Communication**

- The facility would be appropriate in size and design to accommodate program staff, participants, and activities.
- Contractors would ensure compliance with all plans, policies, rules and regulations relating to safety and security at the site.
- For purposes of conducting business with DYCD, each contractor would ensure the SL program director has PC-based computer with a current operating system and broadband internet access at the program site. The contractor also would also ensure adequate space at the site for administrative files, program-related materials, and student documentation.

### **Program Design**

#### Target Population

Contractors would deliver the SL program, annually, to youth ages 13 to 21 enrolled in middle school (including sixth grade) and high school.

Contractors would be permitted to target sub-groups of youth based on age, gender, or other criteria (*e.g.*, youth ages 13 to 16, adolescent boys) provided both the learning and service components are tailored to the particular needs of the targeted group(s).

#### Minimum Program Hours/Duration

Contractors would require participants to maintain minimum contact hours for both the structured learning and service activities components of the program as set out below. Following enrollment of participants, the minimum duration of the SL program would be three months.

- Year 1: each SL program would start on January 1, 2007 and comprise a minimum of 90 hours, with **at least** 30 hours devoted to service activities and **at least** 30 hours devoted to structured learning.
- Years 2 and 3 (subject to contract renewal): each SL program in would start earlier in the school year and comprise a minimum of **165** hours, with at least **55** hours devoted to service activities and at least **55** hours devoted to structured learning.

### Reflection Activities

Program designs would include time for reflection on service experiences as well as curriculum topics. Reflection opportunities would include activities such as group discussions and journal writing.

### Variations in program activities over time

Contractors would vary the structured learning, reflection, and service activities over time to foster interest and commitment and encourage participants to remain in the program for more than one year.

Staff-to-Participant Ratios Minimum staff-to-participant ratios would be 1 to 15 to allow staff to develop meaningful relationships with participants and provide appropriate support throughout the program.

### Program Approach

Programs would be designed to achieve the goals and objectives outlined above. Contractors would successfully engage youth ages 13 to 21 years in a combination of curriculum-based structured learning, meaningful service and reflection activities. Contractors would integrate the SL program with other youth programming at the site, facilitating access by participants to a range of activities and services designed to promote healthy development.

*Contractors would incorporate youth perspectives into all aspects of the program.* With guidance from a DYCD Technical Assistance and Capacity Building (TACB) vendor, contractors would create processes that foster maximum participant-involvement in all aspects of the program, including identifying and defining issues, choosing discussion topics, planning service projects and selecting reflection activities. Contractors would embrace a positive youth development approach, be supportive throughout the program, and arrange service placements/projects in line with participant preferences. Staff would be responsible for monitoring all off-site service activities and ensuring fulfillment of all program requirements. Service activities would be meaningful, that is, they would fulfill a genuine need, be valued by the intended beneficiaries of the service, and promote participant engagement in the community. See Appendix B for examples of different types of service activities; see Appendix C for examples of volunteer opportunities in New York City.

## **Program Elements**

### Outreach, Recruitment and Enrollment

- Contractors would recruit for the program youth who are not currently enrolled in other DYCD-funded programs.
- Contractors would develop and implement effective outreach and recruitment strategies.

- Contractors would enroll sufficient numbers of youth to ensure that a minimum of 40 participants complete the prescribed minimum hours of structured learning and service activities in each program year.
- Contractors would use an enrollment package provided by DYCD to register participants for the SL program. During enrollment, contractors would obtain the required parental consents for participation in the program and in any evaluation of the program conducted under the auspices of CEO or DYCD.

### Orientation

All participants would receive an orientation that would include, but not be limited to, an overview of the SL program, key aspects of the curriculum, expectations regarding attendance, and program rules and codes of conduct.

### Incentives/Stipends

- Contractors would be permitted to offer non-cash rewards (such as group outings and trips, gift vouchers, and tickets for sports/entertainment events) and pay participants stipends to cover travel costs and other necessary expenses. Program designs might also include ceremonies to acknowledge/honor regular attendance by participants and recognize their contributions to the community through the service they performed.
- Contractors would not be permitted to make regular payments to participants that are equivalent to wages.

### Curriculum

The structured learning component of the SL program would incorporate one of two curricula to be provided by TACB vendors selected by DYCD:

- Both curricula will be grounded in the principles of positive youth development and include (at a minimum) health, reproductive health, mental health, and life-skills topics.
- Contractors would be required to deliver the SL curriculum assigned to them by DYCD.
- Contractors would be expected to integrate the curriculum topics with the service and reflection activities.

### Service Placements/Activities

- Guided and assisted by the TACB vendors, program designs would incorporate a youth-led decision-making process and contractors would arrange service placements/activities in line with participant choices.
- Service activities would encourage participant engagement in community, fulfill real needs, and be valued by the intended beneficiaries.
- Contractors would be responsible for monitoring off-site as well as on-site service activities and ensuring that the prescribed minimum service hours are completed by the participants.
- Contractors would make arrangements where necessary for transporting participants between the program facility and assigned service placements.

- DYCD anticipates that contractors would arrange service placements for small groups or teams of participants. (Contractors are not required to arrange volunteer placements on an individual basis.)

### Collaborative Relationships

SL program contractors would have connections with others in the community. In particular, contractors would have links with potential service placement hosts, healthcare providers, schools, and, providers of other youth services at the site. DYCD assumes that these relationships would be documented in the Linkage Agreements described below.

### *Service Projects/Placements*

Contractors would have relationships with organizations able to offer quality placements for the kinds of service projects participants are likely to select. At least one such relationship would be documented in a Service Activity Linkage Agreement submitted with the proposal. (See Form 2)

### *Providers of Healthcare Services*

Contractors would facilitate participant access to a comprehensive range of healthcare services, including reproductive health services, through linkages with healthcare providers. At least one such linkage would be documented in a Healthcare Provider Linkage Agreement submitted with the proposal. This agreement would describe the relationship with the healthcare provider, health services to be provided, and the proposed system of referrals and follow-up services. (See Form 3)

The Healthcare Provider Linkage Agreement(s) could be with specialist health care facilities, such as adolescent health clinics, or with individual medical practitioners who regularly serve adolescents, such as physicians working independently or within a general facility. These Agreements might also provide for adolescent healthcare providers to participate in the health education segment of the SL curriculum.

### *Schools*

All contractors, whether or not the SL program is located at a school site, would have linkages with neighborhood schools serving potential participants. The support of local schools would be documented in School Linkage Agreements signed by each school principal. (See Form 4)

### *Other Youth Services at Proposed Site*

Where contractors do not operate other DYCD-funded youth services at the site, they would have collaborative arrangements ensuring space for the SL program and its integration with the other youth programming there. Such agreements would be documented in a Site and Integration of Services Agreement and submitted with the proposal. (See Form 5)

### Staff Training

- Program staff would receive training and technical assistance from a designated DYCD TACB vendor. The purpose of TACB services is to help contractors meet specified milestones relating to recruitment, retention, and completion of the

- minimum prescribed participant hours. Technical assistance would include topics such as curriculum implementation, recruitment and retention strategies, integration of service activities into the curriculum, and strategies to develop relationships that will help ensure successful delivery of the SL program.
- Program staff would attend training by DYCD on its electronic tracking and reporting database system.(See below)
  - Contractors would have a written guidelines and procedures designed to ensure effective service delivery by program staff. These would include, but not be limited to, monitoring, self-assessment, and follow-up.

### Tracking and Reporting

In all program years, contractors would (at a minimum) track and report on participant demographics, enrollment, attendance, and completed hours of structured learning, reflection, and service. The data would be entered into an electronic tracking system developed by DYCD. The data collected through the DYCD database system would be used both for program monitoring purposes and internal and external program evaluation.

### Evaluation

The SL programs are one part of a broader CEO anti-poverty strategy that covers a wide range of initiatives. Along with other CEO projects, the SL programs will be assessed by a CEO-appointed evaluator to determine whether they are achieving their goals. The SL program contractors will be required to participate in ongoing monitoring and evaluation activities led by CEO or its designated evaluator. These may include site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies. Contractors may also be required to submit client-level and program data over and above DYCD requirements. Individual and program outcomes that may be included in the CEO evaluation are:

#### *Short term*

- Increased engagement in the community
- Improved life-skills
- Improved decision-making skills
- Increased self-confidence
- Improved school attendance/reduced truancy
- Decreased school suspension rates
- Increased use of health and mental health services
- Reductions in risk behaviors

#### *Longer term*

- Increased credit accumulation and grade promotion
- Increased high school graduation rates
- Reduced teen pregnancy rates

## **SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL**

Separate proposals must be submitted for each of the program sites listed in Appendix A. Proposers have two alternatives for completing proposals in response to this RFP.

### **Alternative I**

The proposer would complete the Service Learning proposal electronically, using the fillable forms and Proposal Narrative response boxes in Attachment 1 (Proposal Format and Content Forms). DYCD has set a preferred word limit for each response. Proposers who exceed these limits must create their own clearly marked continuation pages. When complete, the forms and proposal narrative should be printed out, double-sided on 8 1/2" x 11" white paper and signed where indicated. All requested attachments should be appended to the back of the proposal. A summary of the proposal package contents and the order in which the proposal materials should appear is given below.

### **Alternative II**

The proposer would fill out hard copies of the forms found in the Attachment (Proposal Format and Content Forms) and create a separate, typed document for the proposal narrative. The proposer would provide all of the required information in the same order, respecting the preferred page limits for each response as specified in Alternative I. In addition:

- The proposal should be typed on both sides of 8 1/2" x 11" white paper.
- Lines should be double-spaced with 1" margins, using 12-point font size.
- Pages should be numbered and include a header or footer identifying the proposer.
- Copies of Forms 1-7 should also be completed and submitted with the relevant sections of the proposal.

### **Alternatives I and II**

All proposals must be submitted in hard copy with the appropriate signatures. DYCD will not accept proposals by e-mail or fax.

The City 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.

### **Proposal Package Contents (Checklist)**

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

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

#### I. Proposal Summary (Form 1)

#### II. Proposal Narrative

- A. Organizational Experience
- B. Organizational Capability
- C. Program Approach including Service Activity Linkage Agreement (Form 2)
- D. Healthcare Provider Linkage Agreement (Form 3)
- E. School Linkage Agreement (Form 4)
- F. Site and Integration of Services Linkage Agreement (Form 5)
- G. Price Proposal: Budget Forms (Form 6b) and Budget Justification

#### III. Additional Forms

- A. Corporate Governance Certification (Form 7)
- B. Certification Regarding Substantiated Cases of Child Abuse or Neglect (Form 8)
- C. Acknowledgment of Addenda Form (Form 9)

#### IV. Required Attachments (as applicable)

- A. Certification of Incorporation as a not-for-profit or proof of filing for such status with the Secretary of State
- B. Exemption Certificate proving tax exempt status under Section 501(c)(3) or proof of filing for such status
- C. Job descriptions, qualifications for all key staff positions and resumes, if applicable
- D. Organizational Chart
- E. Letters of support from key stakeholders (no more than 3)
- F. Audit Report or Certified Financial Statement (with Explanation)
- G. If applicable: latest Annual Audit, Annual Financial Review, and/or Form CHAR 500
- H. Copies of the federal 990 forms for 2003, 2004, and 2005.

Enclose the documents listed above in a sealed envelope, label the envelope with the proposer’s name and address, “Service Learning Programs”, the service learning site (Borough and Community District) proposed, “PIN: 26008RESLRFP”, and the name and telephone number of the proposer’s contact person. Hand-deliver the sealed envelope to Ava B. Walker, Deputy Agency Chief Contracting Officer, Office of Procurement, 156 William Street, 2nd Floor, New York, NY 10038.

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

### **A. Evaluation Procedures**

All proposals accepted by DYCD will be reviewed initially to determine whether they are responsive or non-responsive to the requirements of this RFP. Proposals which DYCD determines to be non-responsive will not be further considered. DYCD's Evaluation Committees will evaluate and rate all remaining proposals based on the evaluation criteria prescribed below. The City reserves the right to conduct site visits of all proposed facilities. Although DYCD may conduct discussions with proposers submitting acceptable proposals, it reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the initial proposal should contain proposer's best programmatic and price terms.

### **B. Evaluation Criteria**

Each SL program proposal (prepared in accordance with Section IV-Format and Content of the RFP) will be scored pursuant to the following evaluation criteria and relative weights:

Demonstrated quantity and quality of successful relevant experience	50 points
Demonstrated level of organizational capability	20 points
Quality of proposed program approach	30 points

DYCD will determine a competitive range of technically viable proposals based on score. Proposals determined to not be in the competitive range of technically viable proposals based on score will not be further considered.

### **C. Basis for Contract Award**

DYCD will award contracts to appropriately qualified organizations whose proposals are determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria set forth in this RFP, including geographic areas, neighborhood pregnancy and poverty rates, program diversity, and the target youth to be served.

Contract award will be subject to timely completion of contract negotiations between DYCD and the selected proposer, demonstration by the selected proposer of not-for-profit incorporation and federal tax exemption under Internal Revenue Code Section 501c(3) prior to the contract start date and the availability of funds. DYCD reserves the right to award less than the full amount of the funding requested by proposers, and to modify the allocation of funds among the competitions in the best interests of the City. DYCD reserves the right to limit the number of SL programs that a single proposer may operate based upon demonstrated organizational capability to successfully perform on multiple contracts as determined by DYCD.

## 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: 26008RESLRFP) for Service Learning Programs will not directly result in the displacement of any New York City employee.

  
Agency Chief Contracting Officer

*General Counsel*

9/27/07  
Date

**Service Learning Programs Request for Proposals PIN: 26008RESLRFP**

**LIST OF ELIGIBLE PROGRAM SITES**

**Note:**

- In the case of Beacon Programs, the organizations listed are those awarded contracts starting September 1, 2007.

## **BRONX CD1**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Programs at Site</b>
Inwood House Family Teen Service Center	369 East 148th Street, Bronx, NY 10455	Inwood House Family Teen Service Center (OST option 1)
MS 223	360 East 145th Street, Bronx, NY 10454	Young Athletes (OST option 1)
Willow Avenue Family Residence	160 Willow Avenue, Bronx, NY 10454	Bronx Council On The Arts, Inc. (OST option 2)
Jackson Avenue Family Residence	691 East 138th Street, Bronx, NY 10459	Bronx Council On The Arts, Inc. (OST option 2)
PPNYC: Bronx Center	349 East 149th Street, Bronx, NY 10451	Planned Parenthood of NYC (OST option 2)
Youth Center	412 East 147 <sup>th</sup> Street, Bronx, NY 10451	Federation Employment and Guidance Services(OST option 1)

## **BRONX CD2**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Programs at Site</b>
M.S. 201	730 Bryant Avenue, Bronx, NY 10474	Alianza Dominicana (Beacon), City Year (OST option 2)
I.S. 217	977 Fox Street, Bronx, NY 10459	Simpson Street Development Association (Beacon), (OST option 1)
Police Athletic League	991 Longwood Avenue, Bronx, NY 10459	Police Athletic League (OST option 2)

## BRONX CD3

Site	Address	Program Provider(s) and DYCD Programs at Site
JHS 98	1619 Boston Road, Bronx, NY 10460	Children's Aid Society (OST option 1)
IS 339	1600 Webster Avenue, Bronx, NY 10457	Community Association of Progressive Dominicans (OST option 1)
Southeast Bronx Neighborhood Center	955 Tinton Avenue, Bronx, NY 10456	Southeast Bronx Neighborhood Center (OST option 1)
McKinley Center	751 East 161 <sup>st</sup> Street, Bronx, NY 10456	Southeast Bronx Neighborhood Center (OST option 1)
Fannie Lou Hamer High School	1021 Jennings Street, Bronx, NY 10460	Children's Aid Society (OST option 1)
Madison Square Boys and Girls Club	1665 Hoe Avenue, Bronx, NY 10460	Madison Square Boys and Girls Club (OST option 1)

## **BRONX CD4**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Programs at Site</b>
P.S. 11	1257 Ogden Avenue, Bronx, NY 10452	Alianza Dominicana (Beacon)
Mullaly Park Academy	40 East 164 <sup>th</sup> Street, Bronx, NY 10452	Supportive Children's Advocacy Network (OST option 1)
JHS 145	1000 Teller Avenue, Bronx, NY 10456	Children's Aid Society (OST option 1)
JHS 166	250 East 164th Street, Bronx, NY 10456	Children's Aid Society (OST option 1)
JHS 22	270 East 167th Street, Bronx, NY 10456	Learning thru an Expanded Arts Program (OST option 1)
Girls Club of New York	1130 Grand Concourse, Bronx, NY 10456	Citizens Advice Bureau (OST option 1)
Bronx School for Law, Justice and Government	244 East 163rd Street, Bronx, NY 10451	Federation Employment and Guidance Services (OST option 1)
Latino Pastoral Action Center	14 West 170 <sup>th</sup> Street, Bronx, NY 10452	Latino Pastoral Action Center (OST option 1)
New Settlement Apartments	1512 Townsend Avenue, Bronx, NY 10452	New Settlement Apartments (OST option 2)
Dream Yard Project	872 Gerard Avenue, Bronx, NY 10452	Dream Yard Project (OST option 2)
Rocking the Boat	60 East 174th Street, Bronx, NY 10452	Rocking the Boat (OST option 2)

## **BRONX CD5**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Program(s) at Site</b>
I.S. 117	1865 Morris Avenue, Bronx, NY 10453	Community Association of Progressive Dominicans (Beacon)
M.S. 399	120 East 184 <sup>th</sup> Street, Bronx, NY 10468	Inwood House (OST option 1)
Nelson Avenue Family Residence	1605 Nelson Avenue, Bronx, NY 10453	Bronx Council on the Arts (OST option 2)
Webster Center	2225 Webster Avenue, Bronx, NY 10457	Police Athletic League (OST option 2)

## **BRONX CD6**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Program(s) at Site</b>
J.H.S. 45	2502 Lorillard Place, Bronx, NY 10458	Good Shepherd Services (Beacon)
P.S. 214	1970 West Farms Road, Bronx, NY 10460	Phipps Community Development Corporation (Beacon), NY Junior Tennis League (OST option 2)
I.S. 318	1919 Prospect Avenue, Bronx, NY 10457	Phipps Community Development Corporation (OST option 1)
M.S. 118	577 East 179 <sup>th</sup> Street, Bronx, NY 10457	Good Shepherd (OST option 1)
Bronx River Arts Center	1087 East Tremont Avenue, Bronx, NY 10460	Bronx River Arts Center (OST option 1)
M.S. 254	2452 Washington Avenue, Bronx, NY 10458	Community Association for Progressive Dominicans (OST option 1)
Columbus Clubhouse	543 East 189 <sup>th</sup> Street, Bronx, NY 10458	Madison Square Boys and Girls Club (OST option 1), (OST option 2)

## **BRONX CD7**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Program(s) at Site</b>
P.S. 8	3010 Briggs Avenue, Bronx, NY 10458	Mosholu Montefiore Community Center (Beacon)
P.S. 86	2756 Reservoir Avenue, Bronx, NY 10468	Mosholu Montefiore Community Center (Beacon)
Mosholu Montefiore Community Center	3450 Dekalb Avenue, Bronx, NY 10467	Mosholu Montefiore Community Center (OST option 1)
Tracey Towers	40 West Mosholu Parkway South, Bronx, NY 10468	Mosholu Montefiore Community Center (OST option 2)

## **BRONX CD8**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Program(s) at Site</b>
M.S. 141/Riverdale Community Center	660 West 237 <sup>th</sup> Street, Bronx, NY 10463	Riverdale Community Center (OST option 1)
Riverdale Neighborhood House	5521 Mosholu Avenue, Bronx, NY 10471	Riverdale Neighborhood House (OST option 1)
Marie Curie High School	120 West 231 <sup>st</sup> Street, Bronx, NY 10463	Mosholu Montefiore Community Center (OST option 2)

## **BRONX CD9**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Program(s) at Site</b>
I.S. 337	1025 Morrison Avenue, Bronx, NY 10472	NY Junior Tennis League (OST option 1)
I.S. 174	456 White Plains Road, Bronx, NY 10473	YMCA (OST option 1)
M.S. 127	1560 Purdy Street, Bronx, NY 10462	Sports and Arts in Schools Foundation (OST option 1)
Bronx Guild High School	1980 Lafayette Avenue, Bronx, NY 10473	Opus Dance Theatre and Community Services (OST option 1)
Bronx River Neighborhood Center	1619 East 174 <sup>th</sup> Street, Bronx, NY 10472	South Bronx Overall Economic Development Corporation (OST option 1)
The Young Women's Leadership School	2060 Lafayette Avenue, Bronx, NY 10473	Girl Scout Council of Greater New York (OST option 1)
Kips Bay Boys and Girls Club	1930 Randall Avenue, Bronx, NY 10473	Kips Bay Boys and Girls Club (OST option 2)
I.S. 131	885 Bolton Avenue, Bronx, NY 10473	YMCA of Greater New York/ Virtual Y(OST option 2)

## **BRONX CD10**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Program(s) at Site</b>
I.S. 192	650 Hollywood Avenue, Bronx, NY 10465	Police Athletic League (Beacon)
Harry S. Truman High School	750 Baychester Avenue, Bronx, NY 10475	Sports and Arts in Schools Foundation (OST option 1)
P.S. 175	200 City Island Avenue, Bronx, NY 10464	Sports and Arts in Schools Foundation (OST option 1)
Kips Bay Boys and Girls Club	550 Balcom Avenue, Bronx, NY 10465	Kips Bay Boys and Girls Club (OST option 2)

## **BRONX CD11**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Program(s) at Site</b>
M.S. 144	2545 Gunther Avenue, Bronx, NY 10469	Sports and Arts in Schools Foundation (OST option 1)
M.S. 135	2441 Wallace Avenue, Bronx, NY 10467	Sports and Arts in Schools Foundation (OST option 1)
Eastchester Community Center	3016 Yates Avenue, Bronx, NY 10465	Inwood House (OST option 1)
City Scholars	925 Astor Avenue, Bronx, NY 10465	The After School Corporation (OST option 1)

## **BRONX CD12**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Program(s) at Site</b>
M.S. 142	3750 Baychester Avenue, Bronx, NY 10466	Mosholu Montefiore Community Center (Beacon)
M.S. 113	3710 Barnes Avenue, Bronx, NY 10467	Mosholu Montefiore Community Center (Beacon)
Baychester Community Center	1220 East 229 <sup>th</sup> Street, Bronx, NY 10466	Baychester Youth Council (OST option 1)
Bronx Lab School	800 East Gun Hill Road, Bronx, NY 10467	Federation Employment and Guidance Services (OST option 1)

## **BROOKLYN CD1**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Programs at Site</b>
Grand Street High School, Progress High School, High School for Enterprise, Business, and Technology, and High School for Legal Studies	850 Grand Street, Brooklyn, NY 11211	St. Nicholas Neighborhood Preservation Corporation (Beacon) (OST option 1)
I.S. 126, Williamsburg Charter School	424 Leonard Street, Brooklyn, NY 11222	St. Nicholas Neighborhood Preservation Corporation (Beacon), (OST option 1)
I.S. 50	183 South 3 <sup>rd</sup> Street, Brooklyn, NY 11211	El Puente de Williamsburg (Beacon)
Williamsburg Charter School	424 Leonard Street, 4 <sup>th</sup> Floor, Brooklyn, NY 11222	St. Nicholas Neighborhood Preservation Corporation (OST option 1)
Williamsburg Prep, Harry Van Arsdale	257 North 6 <sup>th</sup> Street, Brooklyn, NY 11211	St. Nicholas Neighborhood Preservation Corporation (OST option 1)
I.S. 318	101 Walton Street, Brooklyn, NY 11206	Sports and Arts in Schools Foundation (OST option 1)
I.S. 49	223 Graham Avenue, Brooklyn, NY , 11206	Sports and Arts in Schools Foundation (OST option 1)
Williamsburg Community Center NYCHA	195 Graham Avenue, Brooklyn, NY 11206	St. Nicholas Neighborhood Preservation Corporation (OST option 1)
El Puente de Williamsburg	211 South 4 <sup>th</sup> Street, Brooklyn, NY 11211	El Puente de Williamsburg (OST option 2)
YMCA of Greater NY/Eastern District	125 Humboldt Street, Brooklyn, NY 11206	YMCA of Greater NY/Eastern District (OST option 2)
National Society for Hebrew Day Schools	12 Franklin Avenue, Brooklyn, NY 11211	Bnos Ahavas Israel (OST option 2)

## **BROOKLYN CD2**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Programs at Site</b>
J.H.S. 265	101 Park Avenue, Brooklyn, NY 11205	Goodwill Industries of Greater NY (Beacon)
City Scholars at Banneker	71 Clinton Avenue, Brooklyn, NY 11205	The After School Corporation (OST option 1)
Brooklyn High School of the Arts	345 Dean Street, Brooklyn, NY 11217	Imani House (OST option 1)
I.S. 113	300 Adelphi Street, Brooklyn, NY 11205	Long Island University (OST option 1)
Navy Yard	240 Nassau Street, Brooklyn, NY 11201	Madison Square Boys and Girls Club (OST option 1)
Legal Outreach	157 Montague Street, Brooklyn, NY 11201	Legal Outreach (OST option 1)

## **BROOKLYN CD3**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Program(s) at Site</b>
I.S. 117	300 Willoughby Avenue, Brooklyn, NY 11205	Sports in Arts and Schools in Foundation (OST option 1)
J.H.S. 258	141 Macon Street, Brooklyn, NY 11216	SCO Family of Services (OST option 1)
YMCA of Greater New York- Bedford Stuyvesant	139 Monroe Street, Brooklyn, NY 11216	YMCA of Greater New York- Bedford Stuyvesant (OST option 1)
Bedford Community Center	601 Lafayette Street, Brooklyn, NY 11216	The Salvation Army Community Center (OST option 2)

## **BROOKLYN CD4**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Program(s) at Site</b>
I.S. 347	35 Starr Street, Brooklyn, NY 11221	YMCA of Greater NY/ED (Beacon)
P.S. 377	200 Woodbine Street, Brooklyn, NY 11221	Coalition for Hispanic Family Services (OST option 2)
P.S. 116	515 Knickerboker Avenue, Brooklyn, NY 11237	Coalition for Hispanic Family Services (OST option 2)
Bushwick Community Center	1151 Bushwick Avenue, Brooklyn, NY 11221	Salvation Army Center (OST option 2)

## **BROOKLYN CD5**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Program(s) at Site</b>
J.H.S. 302	350 Linwood Street, Brooklyn, NY 11208	Cypress Hills Local Development Corporation (Beacon), New York Junior Tennis League (OST option 2)
J.H.S. 166	800 Van Siclen Avenue, Brooklyn, NY 11207	East New York Development Corporation (Beacon), (OST option 1)
J.H.S. 218	370 Fountain Avenue, Brooklyn, NY 11208	Police Athletic League (Beacon)
P.S. 328	330 Alabama Avenue, Brooklyn, NY 11207	Groundwork (OST option 1)
I.S. 292	300 Wyona Street, Brooklyn, NY 11207	Groundwork (OST option 1)
I.S. 171	528 Ridgewood Avenue, Brooklyn, NY 11208	Cypress Hills Local Development Corporation (OST option 1)
Be'er Hagolah Institute	671 Louisiana Avenue, Brooklyn, NY 11239	Be'er Hagolah Institute (OST option 1)
Italian American Civil Rights League	1460 Pennsylvania Avenue, Brooklyn, NY 11239	Italian American Civil Rights League (OST option 1)
Maxwell High School	145 Pennsylvania Avenue, Brooklyn, NY 11207	The After School Corporation (OST option 1)
Franklin Lane High School	999 Jamaica Avenue, Brooklyn, NY 11208	Cypress Hills Local Development Corporation (OST option 1)
High School for Civil Rights	400 Pennsylvania Avenue, Brooklyn, NY 11207	YMCA of Greater NY/Twelve Towns (OST option 1)

## **BROOKLYN CD6**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Programs at Site</b>
P.S. 15	71 Sullivan Street, Brooklyn, NY 11231	Good Shepherd Services (Beacon)
St. Francis Xavier Parish	752 President Street, Brooklyn, NY 11215	St. Francis Lyceum (OST option 1)
M.S. 32	317 Hoyt Street, Brooklyn, NY 11231	Good Shepherd Services (OST option 1)
School for International Studies	284 Baltic Street, Brooklyn, NY 11201	Global Kids (OST option 1)
PS/MS 27	27 Huntington Street, Brooklyn, NY 11231	Good Shepherd Services (OST option 1)
PAL-Miccio Center	110 West 9 <sup>th</sup> Street, Brooklyn, NY 11231	Police Athletic League (OST option 1)

## **BROOKLYN CD7**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Programs at Site</b>
P.S. 314	330 59 <sup>th</sup> Street, Brooklyn, NY 11220	SCO Family of Services (Beacon)
P.S. 1	309 47 <sup>th</sup> Street, Brooklyn, NY 11220	SCO Family of Services (Beacon), (OST option 2)
P.S. 371	355 37 <sup>th</sup> Street, Brooklyn, NY 11232	St. Francis Xavier Parish (OST option 1)
M.S. 136	4004 Fourth Avenue, Brooklyn, NY 11215	SCO Family of Services (OST option 2)

## **BROOKLYN CD8**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Programs at Site</b>
P.S. 138	760 Prospect Place, Brooklyn, NY 11216	Research Foundation of CUNY-Medgar Evers (Beacon)
P.S. 335	130 Rochester Avenue, Brooklyn, NY 11213	Community Counseling and Mediation (OST option 1)
Hope City Empowerment Center	650-656 Washington Avenue, Brooklyn, NY 11238	Hope City Empowerment Center (OST option 1)
Brooklyn Children's Museum	145 Brooklyn Avenue, Brooklyn, NY 11213	Brooklyn Children's Museum (OST option 1), (OST option 2)

## **BROOKLYN CD9**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Programs at Site</b>
M.S. 2	655 Parkside Avenue, Brooklyn, NY 11226	Research Foundation of CUNY-Medgar Evers (Beacon)
M.S. 391	790 East New York Avenue, Brooklyn, NY 11203	CAMBA (OST option 1)
High School for Global Citizenship	883 Classon Avenue, Brooklyn, NY 11225	Global Kids (OST option 1)
Associated Beth Rivkah Schools	310 Crown Street, Brooklyn, NY 11225	Associated Beth Rivkah Schools (OST option 1)
School for Human Rights, School for Democracy and Leadership, High School for Public Service	600 Kingston Avenue, Brooklyn, NY 11203	Community Counseling and Mediation (OST option 1) Global Kids (Option 1)

## **BROOKLYN CD10**

Site	Address	Program Provider(s) and DYCD Programs at Site
I.S. 259	7301 Fort Hamilton Parkway, Brooklyn, NY 11228	Heartshare Human Services (Beacon)
Fort Hamilton High School	8301 Shore Road, Brooklyn, NY 11209	National Chorale (OST option 1)
Ben Vitale Field	Bay 8 <sup>th</sup> Street and 14 <sup>th</sup> Avenue, Brooklyn, NY 11225	68 <sup>th</sup> Precinct Youth Council (OST option 1)

## **BROOKLYN CD11**

Site	Address	Program Provider(s) and DYCD Programs at Site
I.S. 96	99 Avenue P, Brooklyn, NY 11204	Federation of Italian-American Organizations of Brooklyn (Beacon)
Edith and Carl Marks Community House of Bensonhurst	7802 Bay Parkway, Brooklyn, NY 11214	Edith and Carl Marks Community House of Bensonhurst (OST option 1)
I.S. 281	8787 24 <sup>th</sup> Avenue, Brooklyn, NY 11214	St. Rosalia-Regina Pacis Neighborhood Improvement (OST option 1)
J.H.S. 227	6500 16 <sup>th</sup> Avenue, Brooklyn, NY 11204	St. Rosalia-Regina Pacis Neighborhood Improvement (OST option 1)

## **BROOKLYN CD12**

Site	Address	Program Provider(s) and DYCD Programs at Site
I.S. 220	4812 9 <sup>th</sup> Avenue, Brooklyn, NY 11220	Chinese American Planning Council (Beacon)
I.S. 62	700 Cortelyou Road, Brooklyn, NY 11218	Flatbush Development Corporation (OST option 1)
P.S./I.S. 226	6006 23 <sup>rd</sup> Avenue, Brooklyn, NY 11204	CAMBA (OST option 1)
Bnos Zion of Bobov	5000 14th Avenue, Brooklyn, NY 11219	Bnos Zion of Bobov (OST option 1)

## **BROOKLYN CD13**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Programs at Site</b>
P.S. 288	2950 West 25 <sup>th</sup> Street, Brooklyn, NY 11224	Heartshare Human Services (Beacon)
Shorefront YM-YWHA	3300 Coney Island Avenue, Brooklyn, NY 11235	Shorefront YM-YWHA (OST option 1)
Abraham Lincoln High School	2800 Ocean Parkway, Brooklyn, NY 11235	Good Shepherd Services (OST option 1)
City Scholars at Lafayette High School	2630 Benson Avenue, Brooklyn, NY 11214	The After School Corporation (OST option 1)
Lafayette High School	2630 Benson Avenue, Brooklyn, NY 11214	The Alliance of Guardian Angels (OST option 1)
P.S. 225	1075 Ocean View Avenue, Brooklyn, NY 11235	Brighton Neighborhood Association (OST option 2)

## **BROOKLYN CD14**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Programs at Site</b>
P.S. 217	1100 Newkirk Avenue, Brooklyn, NY 11230	Flatbush Development Corporation (OST option 1)
Erasmus High School	911 Flatbush Avenue, Brooklyn, NY 11210	The After School Corporation (OST option 1)
Edward R. Murrow High School	1600 Avenue L, Brooklyn, NY 11230	Midwood Development Corporation (OST option 1)
YMCA of Greater New York/ Flatbush Branch	1401 Flatbush Avenue, Brooklyn, NY 11210	YMCA of Greater New York/ Flatbush Branch (OST option 1)

## **BROOKLYN CD15**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Programs at Site</b>
P.S. 95	345 Van Sicklen Street, Brooklyn, NY 11223	Mercy First (OST option 1)
I.S. 14	2424 Batchelder Street, Brooklyn, NY 11235	YMCA of Greater New York/ Flatbush Branch (OST option 1)
Sephardic Community Center	1901 Ocean Parkway, Brooklyn, NY 11223	Sephardic Community Center (OST option 1)

## **BROOKLYN CD16**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Programs at Site</b>
KAPPA V	985 Rockaway Avenue, Brooklyn, NY 11212	Police Athletic League (Beacon)
I.S. 271	1137 Herkimer Street, Brooklyn, NY 11233	CAMBA (Beacon), Sports and Arts in Schools Foundation (OST option 1)
I.S. 323	210 Chester Street, Brooklyn, NY 11212	Research Foundation of CUNY-Medgar Evers (Beacon)
P.S. 298	85 Watkins Street, Brooklyn, NY 11212	CAMBA (OST option 1)
PS 12	430 Howard Avenue, Brooklyn, NY 11233	Ralph Lincoln Service Center (OST option 1)
Central Brooklyn Economic Development Corporation	444 Thomas S. Boyland Street, Brooklyn, NY 11212	Central Brooklyn Economic Development Corporation (OST option 1)
Brooklyn Collegiate	2240 Dean Street, Brooklyn, NY 11233	Sports and Arts in Schools Foundation (OST option 1)
Brownsville Center	280 Riverdale Avenue, Brooklyn, NY 11212	Salvation Army (OST option 2)

## **BROOKLYN CD17**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Programs at Site</b>
I.S. 232	905 Winthrop Street, Brooklyn, NY 11203	Sesame Flyers International (Beacon), (OST option 1)
P.S. 269	1957 Nostrand Avenue, Brooklyn, NY 11210	CAMBA (Beacon)
P.S. 181	1023 East New York Avenue, Brooklyn, NY 11203	Research Foundation of CUNY-Medgar Evers (Beacon)
M.S. 246	72 Veronica Place, Brooklyn, NY 11226	Brooklyn Bureau of Community Services (OST option 1)
I.S. 285	5909 Beverley Road, Brooklyn, NY 11203	Sports and Arts in Schools Foundation (OST option 1)
I.S. 252	1084 Lenox Road, Brooklyn, NY 11212	Sports and Arts in Schools Foundation (OST option 1)
Nazareth Regional High School	475 East 57 <sup>th</sup> Street, Brooklyn, NY 11203	Police Athletic League (OST option 1)
Sesame Flyers International	3510 Church Avenue, Brooklyn, NY 11203	Sesame Flyers International (OST option 1)
Flatbush Clubhouse	2245 Bedford Avenue, Brooklyn, NY 11226	Madison Square Boys and Girls Club (OST option 1)
Arthur Ashe Institute	450 Clarkson Avenue, Brooklyn, NY 11203	Arthur Ashe Institute (OST option 2)

## **BROOKLYN CD18**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Programs at Site</b>
I.S. 68	956 East 82 <sup>nd</sup> Street, Brooklyn, NY 11236	Sesame Flyers International (Beacon), (OST option 1)
P.S. 260	875 Williams Avenue, Brooklyn, NY 11207	Groundwork (OST option 1)
I.S. 78	1420 East 68 <sup>th</sup> Street, Brooklyn, NY 11234	Bergen Basin Community Development Corporation (OST option 1)
I.S. 211	1001 East 100 <sup>th</sup> Street, Brooklyn, NY 11236	Sports and Arts in Schools Foundation (OST option 1)
South Shore High School	6565 Flatlands Avenue Brooklyn, NY 11236	Global Kids (OST option 1)
Canarsie High School	1600 Rockaway Parkway, Brooklyn, NY 11236	Global Kids (OST option 1)

## **MANHATTAN CD1**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Program(s) at Site</b>
I.S. 89	201 Warren Street, New York, NY 10282	Manhattan Youth (OST option 1)
Murray Bergtraum High School	411 Pearl Street, New York, NY 10038	YWCA of New York/Main Branch (OST option 1)
Center for Alternative Sentencing and Employment Service (CASES)	346 Broadway, New York, NY 10013	Center for Alternative Sentencing and Employment Service -CASES (OST option 2)
YWCA of New York/Main Branch	52 Broadway, New York, NY 10004	YWCA of New York/Main Branch (OST option 2)

## MANHATTAN CD2

Site	Address	Program Provider(s) and DYCD Program(s) at Site
The Door	121 6 <sup>th</sup> Avenue, New York, NY 10013	The Door (OST option 2)
Harvey Milk High School	2 Astor Place, New York, NY 10003	Hetrick Martin Institute (OST option 2)
Children's Aid Society	219 Sullivan Street, New York, NY 10012	Children's Aid Society (OST option 2)
The Lesbian, Gay, Bisexual and Transgender Community Center	208 West 13 <sup>th</sup> Street, New York, NY 10011	The Lesbian, Gay, Bisexual and Transgender Community Center (OST option 2)
Planned Parenthood of NYC	26 Bleecker Street, New York, NY 10012	Planned Parenthood of NYC (OST option 2)
Adelphi University- Manhattan Campus	75 Varick Street, New York, NY 10013	Global Kids (OST option 2)

## MANHATTAN CD3

Site	Address	Program Provider(s) and DYCD Program(s) at Site
I.S. 131	100 Hester Street, New York, NY 10002	YMCA of Greater New York-Virtual Y (Beacon)
East Side Community High School	420 East 12 <sup>th</sup> Street, New York, NY 10009	University Settlement Society of New York (Beacon)
Marta Valle Secondary School, Lower East Side Preparatory School	145 Stanton Street, New York, NY 10002	Grand Street Settlement (Beacon), (OST option 1) Chinese American Planning Council (OST option 1)
High School for Dual Languages	350 Grand Street, New York, NY 10002	Chinese American Planning Council (OST option 1)
M.S. 56	220 Henry Street, New York, NY 10002	Vision Urbana (OST option 1)
P.S. 184	327 Cherry Street, New York, NY 10002	Shuang Wen Academy Network (OST option 2)
Henry Street Settlement	301 Henry Street, New York, NY 10002	Henry Street Settlement (OST option 2)
Edgies	197 East Broadway, New York, NY 10002	Educational Alliance (OST option 2)

## MANHATTAN CD4

Site	Address	Program Provider(s) and DYCD Program(s) at Site
NYC Museum School	333 West 17 <sup>th</sup> Street, New York, NY 10011	Hudson Guild (Beacon)
Duncan Center	552 West 52 <sup>nd</sup> Street, New York, NY 10019	Police Athletic League (OST option 2)
VISIONS at Selis Manor	135 West 23 <sup>rd</sup> Street, New York, NY 10011	VISIONS Services for the Blind and Visually Impaired (OST option 2)

## **MANHATTAN CD5**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Program(s) at Site</b>
J.H.S. 413- School of the Future	127 East 22 <sup>nd</sup> Street, New York, NY 10010	Educational Alliance (OST option 1)
Children's Aid Society	105 East 22 <sup>nd</sup> Street, New York, NY 10010	Children's Aid Society (OST option 2)

## **MANHATTAN CD6**

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Program(s) at Site</b>
Washington Irving High School	40 Irving Place, New York, NY 10003	Union Square Partnership (OST option 1)
YMCA of Greater New York/Vanderbilt	224 East 47 <sup>th</sup> Street, New York, NY 10017	YMCA of Greater New York/Vanderbilt (OST option 1)
Big Brothers/Big Sisters of NYC	223 East 30 <sup>th</sup> Street, New York, NY 10016	Big Brothers/Big Sisters of NYC (OST option 2)

## MANHATTAN CD7

Site	Address	Program Provider(s) and DYCD Program(s) at Site
M.S. 54	103 West 107 <sup>th</sup> Street, New York, NY 10025	Harlem Children's Zone (Beacon)
M.S. 258	154 West 93 <sup>rd</sup> Street, New York, NY 10025	Goddard-Riverside Community Center (Beacon)
P.S. 191	210 West 61 <sup>st</sup> Street, New York, NY 10023	YMCA of Greater New York/West Side (OST option 1)
M.S. 44	100 West 77 <sup>th</sup> Street, New York, NY 10024	Children's Arts and Science Workshops (OST option 1)
Martin Luther King High School	122 Amsterdam Avenue, New York, NY 10023	Alianza Dominicana (OST option 1)
Lincoln Square Neighborhood Center	250 West 65 <sup>th</sup> Street, New York, NY 10023	Lincoln Square Neighborhood Center (OST option 1)
Frederick Douglass Children's Center	885 Columbus Avenue, New York, NY 10025	Children's Aid Society (OST option 1)
YMCA of Greater New York/West Side	5 West 63 <sup>rd</sup> Street, New York, NY 10023	YMCA of Greater New York/West Side (OST option 2)
Lincoln Square Neighborhood Center	206 West 64 <sup>th</sup> Street, New York, NY 10023	Lincoln Square Neighborhood Center (OST option 2)

## MANHATTAN CD8

Site	Address	Program Provider(s) and DYCD Program(s) at Site
I.S. 217	645 Main Street, New York, NY 10044	Roosevelt Island Youth Program (Beacon)
P.S. 198	1700 Third Avenue, New York, NY 10128	Stanley M. Isaacs Neighborhood Center (Beacon)
M.S. 167	220 East 76 <sup>th</sup> Street, New York, NY 10021	Lenox Hill Neighborhood House (OST option 1)
City Scholar-Hunter College	695 Park Avenue, NY NY 10021	TASC (OST option 1)

## MANHATTAN CD9

Site	Address	Program Provider(s) and DYCD Program(s) at Site
I.S. 195	625 West 133 <sup>rd</sup> Street, New York, NY 10027	Graham-Windham (Beacon), (OST option 1)
City Scholars	425 West 120 <sup>th</sup> Street, New York, NY 10030	The After School Corporation (OST option 1)
Legal Outreach-Manhattan Offices	402 West 145 <sup>th</sup> Street, New York, NY 10027	Legal Outreach (OST option 1), (OST option 2)
Broadway Housing Communities	583 Riverside Drive, New York, NY 10031	Broadway Housing Communities (OST option 2)

## MANHATTAN CD10

Site	Address	Program Provider(s) and DYCD Program(s) at Site
P.S. 194	244 West 144th Street, New York, NY 10030	Harlem Children's Zone (Beacon)
Wadleigh Secondary School for the performing and Visual Arts (formerly I.S. 88)	215 West 114th Street, New York, NY 10026	New York City Mission Society (Beacon)
Drew Hamilton Center	2672 Frederick Douglass, New York, NY 10030	Children's Aid Society (OST option 1)
Harlem Educational Activities Fund	2090 Seventh Avenue, New York, NY 10027	Harlem Educational Activities Fund (OST option 1)
Joseph P. Kennedy Center	34 West 134 <sup>th</sup> Street, New York, NY 10037	Catholic Charities (OST option 2)
TRUCE	147 St. Nicholas Avenue, New York, NY 10026	Harlem Children's Zone (OST option 2)
Harlem Center	441 Manhattan Avenue, New York, NY 10026	Police Athletic League (OST option 2)

## MANHATTAN CD11

Site	Address	Program Provider(s) and DYCD Program(s) at Site
J.H.S. 45	2351 First Avenue, Room 154, New York, NY 10035	SCAN/Mullaly Park Academy (Beacon)
Academy of Environmental Science Secondary High School	410 East 100th Street, New York, NY 10029	Supportive Children's Advocacy Network-SCAN (Beacon), Harlem RBI (OST option 1), (OST option 2)
Children's Aid Society	130 East 101st Street, New York, NY 10029	Children's Aid Society (OST option 1)
Johnson Community Center	173 East 112 <sup>th</sup> Street, New York, NY 10029	Supportive Children's Advocacy Network (OST option 1), Union Settlement Association (OST option 1)
Tito Puente Performing Arts Academy	240 East 109th Street, New York, NY 10029	Union Settlement Association (OST option 1)
Harlem Children's Zone	35 East 125th Street, New York, NY 10035	Harlem Children's Zone (OST option 1)
Chambers Memorial Social Change	219 East 123rd Street, New York, NY 10035	Chambers Memorial Social Change (OST option 1)
Central Park East Secondary School	1573 Madison Avenue, New York, NY 10029	East Harlem Tutorial Program (OST option 2)
East Harlem Community Center	175 East 125th Street, New York, NY 10035	Salvation Army Center (OST option 2)

## MANHATTAN CD12

Site	Address	Program Provider(s) and DYCD Program(s) at Site
J.H.S. 143	511 West 182nd Street, New York, NY 10033	Alianza Dominicana (Beacon), (OST option 1)
M.S. 328	401 West 164th Street, New York, NY 10032	Community Association of Progressive Dominicans (Beacon)
I.S. 90	21 Jumel Place, New York, NY 10032	Children's Aid Society (OST option 1)
Fundacion Dominicana Culturarte de New York	260 Audubon Avenue, New York, NY 10033	Fundacion Dominicana Culturalarte de New York (OST option 1)
Growth and Development Services	216 Fort Washington Avenue, New York, NY 10032	Growth and Development Services (OST option 1)
J.H.S. 52	650 Academy Street, New York, NY 10034	Inwood Community Services (OST option 1)
Fresh Youth Initiatives	505 West 171st Street, New York, NY 10032	Fresh Youth Initiatives (OST option 2)
Harbor Heights Middle School	549 Audubon Avenue, 5th Floor, New York, NY 10040	YM-YWHA of Washington Heights-Inwood (OST option 2)
YM-YWHA of Washington Heights-Inwood	54 Nagle Avenue, New York, NY 10040	YM-YWHA of Washington Heights-Inwood (OST option 2)

## QUEENS CD1

Site	Address	Program Provider(s) and DYCD Program(s) at Site
I.S. 10	45-31 31 <sup>st</sup> Avenue, Astoria, NY 11103	Goodwill Greater Industries of New York (Beacon), NY Junior Tennis League (OST option 2)
I.S. 141	37-11 21 <sup>st</sup> Avenue, Long Island City, NY 11105	Goodwill Greater Industries of New York (Beacon)
J.H.S. 204	36-41 28 <sup>th</sup> Street, Astoria, NY 11106	Hellenic American Neighborhood Action Committee- HANAC (Beacon)
William Cullen Bryant High School	48-10 31 <sup>st</sup> Avenue, Astoria, NY 11103	Global Kids (OST option 1), National Chorale (OST option 1)
I.S. 126	31-51 21 <sup>st</sup> Street, Astoria, NY 11106	Jacob A. Riis Neighborhood Settlement (OST option 1)
Academy of American Studies High School	28-01 41 <sup>st</sup> Avenue, Long Island City, NY 11101	Global Kids (OST option 1)
Long Island City High School	14-30 Broadway, Astoria, NY 11106	Global Kids (OST option 1)
Generation Q	30-74 Steinway Street, Astoria, NY 11103	Queens Community House (OST option 2)

## QUEENS CD2

Site	Address	Program Provider(s) and DYCD Program(s) at Site
I.S. 125	46-02 47 <sup>th</sup> Avenue, Woodside, NY 11377	Sports and Arts in Schools Foundation (OST option 1)
City Scholars at LaGuardia Community College, International High School	31-10 Thomson Avenue, Long Island City, NY 11101	The After School Corporation (OST option 1) Global Kids (OST option 1)
Sunnyside Community Services	43-31 39 <sup>th</sup> Avenue, Sunnyside, NY 11104	Sunnyside Community Services (OST option 1)

### QUEENS CD3

Site	Address	Program Provider(s) and DYCD Program(s) at Site
P.S. 149	93-11 34 <sup>th</sup> Avenue, Jackson Heights, NY 11372	Goodwill Industries of Greater New York (Beacon)
P.S. 127	98-01 25 <sup>th</sup> Avenue, East Elmhurst, NY 11369	Elmcor Youth and Adult Activities, Inc. (OST option 1)
Elmcor Youth and Adult Activities, Inc.	33-16 108 <sup>th</sup> Street, Corona, NY 11368	Elmcor Youth and Adult Activities, Inc. (OST option 1)
Forest Hills Community House	74-09 37 <sup>th</sup> Avenue, Jackson Heights, NY 11372	Queens Community House (OST option 2)

### QUEENS CD4

Site	Address	Program Provider(s) and DYCD Program(s) at Site
P.S. 19	98-02 Roosevelt Avenue, Corona, NY 11368	Hellenic American Neighborhood Action Committee-HANAC (Beacon)
I.S. 5	50-40 Jacobus Street, Elmhurst, NY 11373	Sunnyside Community Services (Beacon)
I.S. 61	98-50 50 <sup>th</sup> Avenue, Corona, NY 11368	Sports and Arts in Schools Foundation (OST option 1)
South Asian Youth Action-SAYA	54-05 Seabury Street, Elmhurst, NY 11373	South Asian Youth Action-SAYA (OST option 1)

### QUEENS CD5

Site	Address	Program Provider(s) and DYCD Program(s) at Site
I.S. 93	66-56 Forest Avenue, Ridgewood, NY 11385	Greater Ridgewood Youth Council (Beacon), (OST option 1)
I.S. 77	976 Seneca Avenue, Ridgewood, NY 11385	Greater Ridgewood Youth Council (OST option 1)
I.S. 73	70-02 54 <sup>th</sup> Avenue, Maspeth, NY 11378	Maspeth Town Hall (OST option 1)

## QUEENS CD6

Site	Address	Program Provider(s) and DYCD Program(s) at Site
J.H.S. 190	68-17 Austin Street, Forest Hills, NY 11375	Queens Community House (Beacon), NY Junior Tennis League (OST option 2)
Jewish Institute of Queens	60-05 Woodhaven Boulevard, Elmhurst, NY 11373	Jewish Institute of Queens (OST option 1)
Central Queens YM & YWHA	67-09 108 <sup>th</sup> Street, Forest Hills, NY 11375	Jewish Child Care Association (OST option 2)
Forest Hills Community House	108-25 62 <sup>nd</sup> Drive, Forest Hills, NY 11375	Queens Community House (OST option 2)
J.H.S. 157	102-01 64 <sup>th</sup> Avenue, Forest Hills, NY 11375	Queens Community House (OST option 2)

## QUEENS CD7

Site	Address	Program Provider(s) and DYCD Program(s) at Site
J.H.S. 189	144-80 Barclay Avenue, Flushing, NY 11355	YMCA of Greater New York/Flushing (Beacon), (OST option 1)
J.H.S. 194	154-60 17 <sup>th</sup> Avenue, Whitestone, NY 11357	YMCA of Greater New York/Flushing (Beacon)
J.H.S. 237	46-21 Colden Street, Flushing NY 11355	The Child Center of NY (OST option 1)
P.S. 169	18-25 212 <sup>th</sup> Street, Bayside, NY 11360	Samuel Field YM-YWHA (OST option 1)
Nan Shan LDC	133-14 41 <sup>st</sup> Avenue, Flushing, NY 11355	Chinese American Planning Council (OST option 1)
YMCA of Greater New York/Flushing	138-46 Northern Boulevard, Flushing, NY 11354	YMCA of Greater New York/Flushing (OST option 1)

## QUEENS CD8

Site	Address	Program Provider(s) and DYCD Program(s) at Site
I.S. 168	158-40 76 <sup>th</sup> Road, Fresh Meadows, NY 11366	The Child Center of NY (Beacon), The After School Corporation (OST option 1)
J.H.S. 216	64-20 175 <sup>th</sup> Street, Fresh Meadows, NY 11365	Samuel Field YM-YWHA (Beacon), (OST option 1)
J.H.S. 217	85-05 144 <sup>th</sup> Street, Jamaica, NY 11435	Police Athletic League (OST option 1), Queens Community House (OST option 1)
Health Sciences H.S.	150-91 87 <sup>th</sup> Road, Jamaica, NY 11432	Mt. Sinai School of Medicine (OST option 1)

## QUEENS CD9

Site	Address	Program Provider(s) and DYCD Program(s) at Site
J.H.S. 210	93-11 101 <sup>st</sup> Avenue, Ozone Park, NY 11416	YMCA of Greater New York/Corporate (Beacon), Forest Park Rangers (OST option 1)
South Queens Boys and Girls Club	110-04 Atlantic Avenue, South Richmond Hill, NY 11419	South Queens Boys and Girls Club (OST option 1), (OST option 2)

## QUEENS CD10

Site	Address	Program Provider(s) and DYCD Program(s) at Site
J.H.S. 226	121-10 Rockaway Boulevard, South Ozone Park, NY 11420	The Child Center of NY (Beacon), Mercy First (OST option 1)

## QUEENS CD11

Site	Address	Program Provider(s) and DYCD Program(s) at Site
M.S. 158	46-35 Oceania Street, Bayside, NY 11361	Samuel Field YM-YWHA (Beacon), (OST option 1)
J.H.S. 25	34-65 192 <sup>nd</sup> Street, Flushing, NY 11358	The Child Center of NY (OST option 1)
J.H.S. 74	61-15 Oceania Street, Bayside, NY 11364	Child Center of NY (OST option 1)
Samuel Field YM-YWHA	58-20 Little Neck Parkway, Little Neck, NY 11362	Samuel Field YM-YWHA (OST option 1)

## QUEENS CD12

Site	Address	Program Provider(s) and DYCD Program(s) at Site
M.S. 72	133-25 Guy R. Brewer Blvd., Jamaica, NY 11434	The Child Center of NY (Beacon), (OST option 1)
J.H.S. 8	108-35 167th Street, Jamaica, NY 11433	Southern Queens Park Association (Beacon)
Philippine American Center	185-14 Hillside Avenue, Jamaica, NY 11432	Filipino American Human Services (OST option 1)
Roy Wilkins Recreation Center	177 Street and Baisley Boulevard, Jamaica, NY 11434	Southern Queens Park Association (OST option 1)
Foster-Laurie	199-10 112 <sup>th</sup> Avenue, Saint Albans, NY 11412	Police Athletic League (OST option 1)
South Jamaica Center	116-25 Guy R. Brewer Boulevard, Jamaica, NY 11434	Police Athletic League (OST option 1), (OST option 2)

## QUEENS CD13

<b>Site</b>	<b>Address</b>	<b>Program Provider(s) and DYCD Program(s) at Site</b>
P.S. 176	120-45 235 <sup>th</sup> Street, Cambria Heights, NY 11411	Federation Employment and Guidance Services (Beacon)
M.S. 172	81-14 257 <sup>th</sup> Street Street, Floral Park, NY 11004	Samuel Field YM & YWHA (Beacon), (OST option 1)
P.S./I.S. 266, High School for Teaching	74-20 Commonwealth Boulevard, Bellerose, NY 11426	Samuel Field YM & YWHA (OST option 1)
J.H.S. 231	145-00 Springfield Boulevard, Springfield Gardens, NY 11413	Sports and Arts in Schools Foundation (OST option 1)

## QUEENS CD14

Site	Address	Program Provider(s) and DYCD Program(s) at Site
I.S. 43	160 Beach 29th Street, Far Rockaway, NY 11691	Federation Employment and Guidance Services (Beacon) (OST option 1)
Goldie Maple Academy - PS/MS 333	365 Beach 56th Street, Arverne, NY 11692	Police Athletic League, Inc. (Beacon)
Far Rockaway Clubhouse	426 Beach 40th Street, Far Rockaway, NY 11691	Madison Square Boys and Girls Club (OST option 1), (OST option 2)
M.S. 53	1045 Nameoke Street, Far Rockaway, NY 11691	Police Athletic League (OST option 1)
Far Rockaway High School- H.S. 450	821 Bay 25th Street, Far Rockaway, NY 11691	Rockaway Development and Revitalization Corporation (OST option 1)
Torah Academy for Girls	636 Lanett Avenue, Far Rockaway, NY 11691	National Society for Hebrew Day Schools (OST option 2)
Fort Tilden, Gateway National Recreation Area	Fort Tilden, Building T-149, Fort Tilden, NY 11695	Rockaway Artists Alliance (OST option 2)
Channel View School for Research	100-00 Beach Channel Drive, Rockaway Park, NY 11694	NY Junior Tennis League (OST option 2)

## Service Learning Programs Request for Proposals PIN: 26008RESLRFP

**EXAMPLES OF SERVICE ACTIVITIES**

There are many ways in which service activities can meet needs in the local community and beyond. The following list provides some examples of activities that address genuine community needs and foster connections between participants and their communities.

- **Environmental Projects:** Identify, record, and publish reports on local environmental issues and advocate for protection/improvements; plan and create community gardens/other horticultural projects; design and paint murals to enhance the neighborhood; renovate/improve local playgrounds; organize recycling drives.
- **Health & Safety:** Research community health issues and resources; provide presentations/theatrical performances for children/senior citizens to highlight specific safety issues.
- **HIV/AIDS Peer Projects.** Peer-led education strategies can help overcome cultural/language barriers that impede communication and learning about topics of critical importance to teens such as HIV/AIDS. Peer projects may include research on HIV/AIDS in the local community, prevention and treatment options, peer-led discussion groups, and public awareness campaigns involving, for example, presentations in community settings, and creation of posters, public service announcements, informational materials, and newsletters.
- **Financial Literacy Peer Projects.** Through train-the-trainer sessions, the SL participants learn about financial management, saving, banking and credit which they subsequently teach to other youth through activities such as educational workshops, discussions and distribution of informational materials. In addition to learning the basics of financial literacy, the trainees acquire a range of important skills that enable them to pass on their knowledge to their peers.
- **Homelessness/Hunger:** Launch food drives/advocate for a local food bank; volunteer at local soup kitchens; collect clothing/books/toys for a local homeless shelter.
- **Arts/Drama:** Write stories to promote reading among children and/or encourage mothers to read to their children; write plays for children and adults and perform in community-based settings; design an arts project based on the cultural heritage of the neighborhood.
- **Social Issues Advocacy:** Investigate issues affecting senior citizens, immigrants, ethnic/racial minorities, victims of crime/domestic violence and advocate on their behalf; promote awareness of issues such as racial prejudice, gender inequality, teen dating violence, crime/guns, road/driving safety, obesity/healthy living, homelessness etc. through newsletters, theatrical performances, arts projects, and special events.
- **Neighborhood History/Cultural Heritage:** Conduct research using newspaper archives, interviews with older residents etc and present findings at community centers, residential homes for senior citizens etc.; photograph or video neighborhood landmarks to create documentary to show children/adults in different community settings; create presentation cultural traditions of diverse local groups based on research for audiences at centers for senior citizens, community centers etc.

- **People with Special Challenges/Needs:** Design games/entertainments for children/adults with special needs; raise awareness about issues affecting people with physical and/or mental challenges, and advocate on their behalf; help people learning English as a second language by reading with them, talking with them about items in the news, and helping them with homework assignments.

## Service Learning Programs Request for Proposals PIN: 26008RESLRFP

### VOLUNTEER OPPORTUNITIES

The following list is designed to illustrate the diversity of volunteer opportunities in the City through City agencies and non-profit organizations.

#### **American Red Cross of Greater New York**

<http://www.nyredcross.org/page.php/prmID/510>

American Red Cross uses volunteers to help people prevent, prepare for, and respond to many kinds of emergencies. Volunteer tasks range from assisting families who lose their homes in fires, to teaching residents lifesaving skills. There are also opportunities for volunteers in the Language Bank that assists people who do not speak English to effectively communicate during emergencies and conveys the mission of the American Red Cross to all races, cultures and ethnicities. Other volunteer activities include one-on-one tutoring to school-age children affected by homelessness.

#### **Brooklyn Public Library**

<http://www.brooklynpubliclibrary.org/support/volunteer/t4.jsp>

Brooklyn Public Library's *Today's Teens, Tomorrow's Techies (T4)* program is for youth 14 to 18 year old willing volunteer for a minimum of 3 hours per week for a period of 6 months. Volunteers learn computer skills at a 2-week summer technology institute and then share them with library patrons. Volunteers also assist Library staff with computer troubleshooting and computer training workshops for the public. Volunteers are also invited to two forums during the year, for teens to discuss challenges and successes experienced, exchange tips on coaching, and socialize.

#### **City Harvest**

<http://www.cityharvest.org/volunteer/index.html>

City Harvest relies on volunteers to assist with a wide variety of activities including daily office duties, helping organize special events, and staffing City Harvest Information tables at events such as food industry conventions, street fairs, and corporate or university volunteer fairs. Volunteers help with ongoing food rescue activities, make phone calls to donors, and assist with mailings. They also work in affiliate agencies such as soup kitchens, homeless shelters, food pantries, churches, synagogues, senior centers, women's shelters, and after school programs for children. Volunteers may help prepare meals, clean and organize the dining areas, prepare and package bags of groceries for families, or serve a hot meal to those in need.

#### **Kids for Community**

<http://www.kidsforcommunity.org>

The Kids for Community Search Engine is a free website provided by Children For Children Foundation (CFC) to help young people find volunteer opportunities in the City, and provide educators with service learning tools and ideas. CFC is a nonprofit organization whose mission is to help young people develop a sense of social responsibility through volunteering and giving.

### **Learning Leaders**

<http://www.learningleaders.org/volunteer/faq.php>

Learning Leaders recruits thousands of volunteers 18 years or older to work with the City school students through tutoring and other support. Volunteers work with children to improve reading, teach English as a second language, math and other subjects. Through individual and group tutoring, volunteers help students experience success and acquire confidence in their own abilities.

### **Mayor's Volunteer Center**

<http://www.nyc.gov/html/mvc/html/home/home.shtml>

The Mayor's Volunteer Center of New York City (formerly known as the Mayor's Volunteer Action Center) brings together individuals, corporations, government agencies and non-profit organizations in order to connect people and facilitate meaningful volunteer opportunities.

### **New York Cares**

<http://www.nycares.org>

New York Cares plans and manages volunteer projects to address a wide variety of community needs throughout the City. The projects involve hands-on, meaningful activities through which volunteers see the impact of their work. New York Cares helps nonprofit agencies, public schools and others by identifying pressing needs, creating projects in which volunteers can make a difference, and recruiting and deploying teams of volunteers to address the needs identified.

### **New York City Coalition Against Hunger**

<http://www.nyccah.org/volunteer>

The New York City Coalition Against Hunger (NYCCAH) works to meet the immediate food needs of low-income New Yorkers and find innovative solutions to help them move to self-sufficiency. It offers a variety of volunteer opportunities including *direct service* (e.g., preparing, serving, and/or distributing food or cleaning up at a food pantry or soup kitchen).

### **New York City Department for the Aging**

<http://www.nyc.gov/html/dfta/html/volunteering/volunteering.shtml>

The Department of Aging offers volunteer opportunities for those willing to offer a minimum of 2 hours per week to provide companionship and supportive services to severely visually impaired, legally blind, and totally blind seniors with little opportunity for social interaction. Volunteers may work on a one-to-one basis or with small groups of seniors in facilities such as senior centers and nursing homes. Tasks and a visit/contact schedule are specified in a Client/Volunteer Agreement, which is developed and signed by each client and volunteer pair before the start of volunteer service. Tasks vary according to the needs of each client and the interests of the volunteer.

### **New York City Department of Parks and Recreation**

[http://www.nycgovparks.org/sub\\_opportunities/volunteer\\_opportunities.html](http://www.nycgovparks.org/sub_opportunities/volunteer_opportunities.html)

New York City Parks offers a variety of volunteer opportunities including *Partnerships for Parks* which helps start, strengthen, and support neighborhood park groups; *Urban Park Ranger Volunteer Program* whose volunteers learn new skills and acquire knowledge by helping Rangers and Nature Center Coordinators; *Greenstreets* that seeks to convert paved, vacant traffic islands and medians into green spaces with trees, shrubs, and groundcover; *GreenThumb*, which helps 700 neighborhood groups create and maintain community gardens to increase civic participation and encouraging neighborhood revitalization.

**New York City Health and Hospitals Corporation**

<http://www.nyc.gov/html/hhc/html/volunteer/volunteering.shtml>

Volunteer opportunities at HHC facilities include personal services for patients (e.g. reading aloud or writing letters), escorting patients to and from activities, assisting occupational and physical therapists, assisting with art therapy programs, assisting chaplains, providing entertainment, such as music, magic, or comedy, to adults or children; playing with children and babies, tutoring pediatric patients, interpreting for patients who do not speak English, gardening and landscaping and clerical and computer work. Volunteers usually perform 3 to 6 hours per week for a period of 3 to 6 months. Training programs are provided free of charge and often give volunteers new skills that are valuable in their professional life.

**New York Public Library**

<http://www.nypl.org/support/volunteer>

The New York Public Library uses volunteers willing to offer their time, talent and skills to support and enhance the Library's programs, services and mission. In the *Local Libraries*, volunteers serve as literacy tutors, work at welcome desks, provide program support, assist with book sales, participate in branch support groups, and advocate on behalf of the Library through letter-writing campaigns and visits to local legislators.

**Planned Parenthood of New York City Teen Advocates Program**

<http://www.ppnyc.org/services/community.html>

The Teen Advocates are a corps of 20 teenagers trained by PPNYC to conduct theatrical workshops on a variety of sexual health topics –including abstinence, peer pressure, relationships, and prevention of pregnancy and sexually transmitted infections. The Teen Advocates perform their interactive skits before thousands of teens every year in a wide range of community settings. They share information in a way that their peers can readily hear and understand. As a result of the group's outstanding work, they received a recognition award in 2000 from the National Campaign to Prevent Teen Pregnancy.

**United Hospital Fund**

[http://www.uhfny.org/info-url\\_nocat3151/info-url\\_nocat.htm](http://www.uhfny.org/info-url_nocat3151/info-url_nocat.htm)

The United Hospital Fund seeks to mobilize and channel the energies of health care volunteers through its volunteer committees and task forces. Fund volunteers look at where the health care system is being strained and where it needs support, work to help hospitals solve their problems, act as advocates and educators, and bridge the gap between the hospital and the community.

# **ATTACHMENT**

**SERVICE LEARNING REQUEST FOR PROPOSALS (RFP)  
PIN: 26008RESLRFP**

## **PROPOSAL FORMAT AND CONTENT FORMS**

**PROPOSAL SUMMARY**

**RFP TITLE: SERVICE LEARNING PROGRAMS**

**PIN: 26008RESLRFP**

Proposer Name:		
Address:		
City	State	Zip Code

Tax Identification #:

Contact Person:	Title:
Telephone #:	Fax #:
Authorized Representative:	Title:
Email Address:	

**Signature:** \_\_\_\_\_ **Date:**    /    /

**Subcontracting**

Proposer will retain a subcontractor: YES  NO

If YES, state name of proposed subcontractor:

**Certification of Compliance with Minimum Qualification Requirement** (Check the box that applies to indicate proposer is in compliance.)

Not-for-Profit Status:

- Proposer is a not-for-profit incorporated entity in NYS (Attach a copy of the certificate.)
- Or
- has proof of filing with the Secretary of State for such status by the proposal submission due date indicated in this RFP. (Attach a copy of the application.)

Tax exempt Status:

- Proposer is a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code (Attach a copy of the exemption certificate.)
- Or
- has proof of applying for such status by the proposal submission due date indicated in this RFP. (Attach a copy of the application.)

**Proposed Service Options/Competitions** (Check one box to indicate the proposed borough competition and one box to indicate the community district in which the program will be located.)

- |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Borough:</b>                     | <b>Community District:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> Bronx:     | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12                                                                                                                                                                            |
| <input type="checkbox"/> Brooklyn:  | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12<br><input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 |
| <input type="checkbox"/> Manhattan: | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12                                                                                                                                                                            |
| <input type="checkbox"/> Queens:    | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12<br><input type="checkbox"/> 13 <input type="checkbox"/> 14                                                                                                                 |

**Program Costs and Price per Participant**

- A. Total annual funding request for this proposal: \$
- B. Proposed number of participants to be served annually:
- C. Price per participant (= A ÷ B): \$

**Number of proposals submitted in response to this RFP**

Proposer has submitted more than one proposal:  YES  NO

If Yes, how many?

**Site Information** (Please refer to Appendix A for details.)

Site Name:		
Address:		
City	State	Zip Code
Check all that apply to indicate DYCD-funded program(s) at the site:		
<input type="checkbox"/> Beacon <input type="checkbox"/> OST option 1 <input type="checkbox"/> OST option 2		

Is the proposer willing to locate its program at a site other than the site proposed?

YES  NO

**DYCD Contracts for Beacon and OST Services**

Does the proposer have a contract for Beacon or DYCD-funded OST services at the site effective October 1, 2007?  YES  NO

If YES, check appropriate box:  Beacon  OST  Beacon and OST

**Linkage Agreements**

Check boxes to indicate Linkage Agreements submitted with the proposal and provide the names of all Linked Organizations:

Service Activity Linkage Agreement (Form 2)  
Name of Linked Organization(s):

Healthcare Provider Linkage Agreement (Form 3)  
Name of Linked Organization(s):

School Linkage Agreement (Form 4)  
Name of Linked Organization(s):

If applicable:

Site and Integration of Services Linkage Agreement (Form 5)  
Name of Linked Organization(s):

# PROPOSAL NARRATIVE

## A. Organizational Experience

**Note:** If applicable, the term “proposer” should be interpreted to include a proposed subcontractor. The proposal narrative should, therefore, include all relevant information about the proposed subcontractor, unless otherwise indicated.

1. (a) List up to 5 programs to demonstrate the successful relevant experience of the proposer in providing (a) youth development services and (b) civic engagement, community service, or SL programs for youth, completing the details on the chart.

<u>Program Name</u>	<u>Dates of Operation</u>	<u>Target Population(s)</u>	<u>Most recent annual total dollar value</u>
(1)	-		
(2)	-		
(3)	-		
(4)	-		
(5)	-		

- (b) If applicable, list up to 3 programs to demonstrate the successful relevant experience of the proposed subcontractor in providing civic engagement, community service, or SL programs for youth, completing the details on the chart.

<u>Program Name</u>	<u>Dates of Operation</u>	<u>Target Population(s)</u>	<u>Most recent annual total dollar value</u>
(6)	-		
(7)	-		
(8)	-		

2. Briefly outline each program listed. State the program type (youth development, civic engagement, community service, or SL), describe the program design, content, and goals; extent of participant involvement in program design and development; annual number of participants served; grade level/age range of participants; and the qualifications/experience of key staff. Demonstrate program success by reference, for example, to multi-year funding from diverse sources, receipt of recognition awards, achievement of prescribed service levels and outcomes, or of outcomes beyond the funder’s expectations. (Preferable page limit: 3 pages)

3. In reference to the programs listed above in “1,” describe the processes established by the proposer to ensure youth participation in program development, design, content, and oversight. (Preferable page limit: 1 page)

4. As a hard-copy attachment, provide the resume of the proposed **Director** of the SL program.
5. As a hard-copy attachment, provide a job description with the required qualifications for any additional key staff positions. For staff already identified, attach a resume.
6. Describe the experience of the proposed program director and key staff in (a) working with youth 13 to 21 years, and (b) working in an SL program. (Preferable page limit: 2 pages)

7. As a hard-copy attachment, provide up to three letters of support for the proposer from key stakeholders in the community district in which the SL program site is located.

**B. Organizational Capability (Proposer Organization Only)**

Demonstrate the organizational programmatic, managerial and financial capability of the of the proposer to carry out the program described in Section III – Scope of Services of the RFP as follows:

1. Complete **Form 7** below to identify the members of the Board of Directors, including names, addresses and telephone numbers.
2. Describe the Board's oversight of program management, operations and outcomes. (Preferable page limit: 1 page)

3. As a hard-copy attachment, provide an organizational chart(s) of the proposer organization.
4. Describe below the proposer's capability to integrate the SL program into the organization's overall operations and other programming at the site. (Preferable page limit: 1/2 page)

5. Describe internal monitoring system of the proposer and demonstrate how it is used both to assure quality and identify program, personnel and fiscal issues, including the organization's corrective action procedure. (Preferable page limit: ½ page)

6. As a hard-copy attachment, provide 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 most recent financial statement, indicating the period covered AND an explanation of why no audited financial statement is available.
7. If the proposer is registered as a charitable organization in New York State, include as a hard-copy attachment, a copy of the latest Form CHAR 500 and its required attachments filed with the New York State Attorney General Charities Bureau.
8. If the proposer is required to file with the federal Office of Management and Budget pursuant to Circular A-133, include as a hard-copy attachment, a copy of the latest report filed with that office, indicating the period covered.
9. If the proposer has submitted more than one proposal in response to this RFP, describe the organization's capability (programmatic, managerial, and financial) to successfully provide **all** the proposed programs, as indicated on the Proposal Summary (Form 1), **concurrently**. (Preferable page limit: 1 page)

10. List at least two relevant references from funding sources for services provided to youth. Include the name of the reference entity, a brief statement describing the relationship between the proposer and the reference entity, and the name, title and telephone number of a contact person at the reference entity. (Preferable page limit: 1 page)

### **C. Program Approach**

Describe in detail how the proposed SL program will be provided and how it will achieve the goals and objectives set out in Section III – Scope of Services of the RFP by addressing each of the following:

#### 1. Program Facility/Service Placements

- a. Demonstrate that the facility will be appropriate in size and design to accommodate program staff, participants, and activities.
- b. Describe how the proposer will ensure compliance with all security measures at the site, including emergency procedures. (Preferable page limit: ½ page)

- c. Demonstrate that program staff has access to PC computer with a current operating system for tracking enrollment and attendance of program participants and broadband internet access. (Preferable page limit: ½ page)

- d. If applicable, describe arrangements for transporting participants between the facility and assigned service placements. (Preferable page limit: ½ page)

- e. If the contractor does not have a DYCD contract to provide other youth services at the proposed site, attach a completed and signed **Site and Integration of Services Linkage Agreement (Form 5)** demonstrating that space will be available at the proposed site for the SL program and the proposer will be able to integrate the SL program with other youth programming at the site.

## 2. Program Design

Provide the program design details requested below:

### Year 1

Total annual program hours (curriculum-related and service activities):

Total hours for structured learning, including reflection time:

Total hours for service activities:

Length of proposed program cycle:

# of cycles per program year:

Staff to participant ratio per program cycle:            to

### Years 2 and 3

Total annual program hours (curriculum-related and service activities):

Total annual hours for structured learning, including reflection time:

Total annual hours for service activities:

Length of proposed program cycle:

# of cycles per program year:

Staff to participant ratio per program cycle:            to

## Program Goals and Objectives

- Describe how the proposed program will effectively meet the goals and objectives set out in Section III – Scope of Services. (Preferable page limit: 1 page)

### Outreach and Recruitment

- Describe the proposed outreach and recruitment strategies and state how they will succeed in recruiting sufficient numbers of youth ages 13-21 to enable the proposer to fulfill the prescribed minimum service levels. If applicable, describe and justify specific groups the proposer will target and the strategies to be used for recruitment. (Preferable page limit: 1 page)

- State and justify the number of youth to be recruited. Refer, specifically, to underlying assumptions regarding rates of attrition/retention of youth in the proposed SL program, based on prior experience in other youth programs operated by the proposer. (Preferable page limit: 1 page)

- Briefly describe the collaborative relationships that will contribute to the effectiveness of proposed outreach and recruitment strategies. (Preferable page limit: ½ page)

### Participant Minimum Requirements/Retention

- Explain how the program design will successfully engage participants ages 13-21 in the SL program and ensure they fulfill the minimum hours of structured learning and service and remain in the program for more than one year. (Preferable page limit: 1 page)

- Provide details of any incentives that will be used to encourage attendance, including stipends and non-cash rewards. (Preferable page limit: ½ page)

## Participant Orientation

- Describe proposed orientation procedures. (Preferable page limit: ½ page)

### Incorporating Youth Perspectives

- Describe the processes that will be used to ensure participant-led decision-making with respect to curriculum-related discussion topics, service placements/ projects, and reflection activities. (Preferable page limit: ½ page)

Service Projects/Activities (Preferable page limit: ½ page)

- Describe and justify types of service activities the proposer would be able to arrange for program participants. (Preferable page limit: ½ page)

- Describe how the proposer will ensure that service placements/activities match participant choices. (Preferable page limit: ½ page)

## Staffing

- Describe the proposed staffing pattern for the program. Demonstrate that program staff will be capable of effectively implementing all program components, including delivery of a professionally-developed SL curriculum. (Preferable page limit: ½ page)

### Tracking/Reporting/Evaluation

- Describe how the proposer will collect the minimum data (participant demographics, enrollment, attendance, and completed hours of structured learning, reflection, and service) required to be entered into the DYCD electronic data system for tracking and reporting. (Preferable page limit: ½ page)

- State which staff (job title) will be responsible for reporting data required by DYCD electronically. (Preferable page limit: ½ page)

- Confirm the proposer will cooperate with CEO/CEO evaluator and comply with all requests for information and assistance relating to monitoring and evaluation of the SL program. (Preferable page limit: ½ page)

### Collaborative Relationships

- List and briefly describe all collaborative relationships that will enhance the effectiveness of the proposed SL program. (Preferable page limit: ½ page)

- Attach Linkage Agreements to the proposal, including the following:
  - At least one Service Activity Linkage Agreement (Form 2) to demonstrate commitment and ability to find service placements and projects in line with likely participant choices.
  - At least one Healthcare Provider Linkage Agreement (Form 3) to demonstrate commitment and ability to facilitate access by program participants to a comprehensive range of healthcare services, including reproductive health services. Indicate which services will be provided and describe arrangements for referrals and follow-up.
  - At least one School Linkage Agreement (Form 4) demonstrating support for the proposed SL program at the site among neighborhood schools serving potential participants. School Linkage Agreements must be signed by the school principal.
  - Site and Integration of Services Linkage Agreement (Form 5), if applicable, to demonstrate that the proposer has consent to use space at the proposed site and will be able to integrate the SL program with other programming at the site.

**SERVICE ACTIVITY AGREEMENT**

**Proposer:**

**PIN :26008RESLRFP**

**INSTRUCTIONS:** The purpose of this Agreement is to demonstrate a commitment on the part of the Proposer to forge relationships that will procure service placements for program participants or assist in the effective implementation of their selected service activities. (Note: the Form is not a consultant agreement.) A separate Service Activity Linkage Agreement should be submitted for each linkage.

Pursuant to the proposal submitted by \_\_\_\_\_ (**Proposer Organization**) in response to the Service Learning Programs Request for Proposals from the Department of Youth and Community Development, the Proposer, if funded, will establish programmatic linkages with \_\_\_\_\_ (**Linked Organization**) as described below for the purpose of providing program participants with meaningful service placements or enabling participants to fulfill their minimum service hours in some other meaningful manner.

**Proposer Organization:**

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: / /

**Linked Organization:**

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: / /

**HEALTHCARE PROVIDER LINKAGE AGREEMENT**

<b>Proposer:</b>	<b>PIN #: 26008RESLRFP</b>
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**INSTRUCTIONS:** The purpose of this Linkage Agreement is to ensure to the maximum extent possible that program participants receive comprehensive health services, including, but not limited to the following: primary care services, reproductive health services, and mental health care services/screenings; information on nutrition, substance abuse, pregnancy prevention, HIV/AIDS and other STIs, healthy relationships, parenting and violence prevention; and referrals for specialty care. **Proposers should use a separate Linkage Agreement Form for each proposed linked organization, duplicating the form as needed.**

Pursuant to the proposal submitted by \_\_\_\_\_ (**Proposer Organization**) in response to the Service Learning Programs Request for Proposals from the Department of Youth and Community Development, the proposer, if funded, will establish programmatic linkages with \_\_\_\_\_ (**Linked Organization**).

Under this Linkage Agreement, \_\_\_\_\_ (**Linked Organization**) will offer the following services/information to the service learning program participants. **Please check all boxes on the list below that apply.**

- Primary care services (including annual physical exams)
- Comprehensive reproductive health services, including birth control; HIV testing; STI testing and treatment; pregnancy testing plus options counseling. Please check if the following also apply:
  - The above services will be provided regardless of the teens’ ability to pay
  - The above services will be provided without parental consent as protected under NYS law.
  - At a minimum, emergency contraception (the morning-after pill), oral contraception, Depo-Provera, and condoms, are available regardless of a teens’ ability to pay and without parental consent, either through an on-site dispensary or another mechanism.
- Mental health services/screenings (e.g. for depression, suicide prevention)
- Referrals for specialty care such as dental care, vision care, hearing screenings
- Substance abuse treatment or referrals for treatment
- Information and workshops on:
  - HIV and other STIs
  - Pregnancy prevention
  - Substance abuse prevention
  - Healthy relationships, dating violence, and violence prevention
  - Parenting
  - Nutrition & physical activity

Describe below how the Healthcare Provider will encourage and facilitate use of its services by program participants and where the services will be provided. (Preferable page limit: 1 page)

**SCHOOL LINKAGE AGREEMENT**

**Proposer:**

**PIN: 26008RESLRFP**

This confirms that \_\_\_\_\_ (Name of School) located at \_\_\_\_\_ (Address of School) supports the proposal for a Service Learning (SL) Program being submitted to the Department of Youth and Community Development by \_\_\_\_\_ (Proposer Organization) and will encourage students ages 13 to 21 who express an interest to participate in the SL program, if it is funded.

Signed by:

\_\_\_\_\_  
(Principal or Authorized Signatory for the School)

\_\_\_\_\_  
Executive Director of Proposer Organization

Date: \_\_\_\_\_

**SITE AND INTEGRATION OF SERVICES LINKAGE AGREEMENT**

**Proposer:**

**PIN:26008RESLRFP**

This agreement confirms that \_\_\_\_\_ (Name of the OST or Beacon Program Provider Organization) (i) has control over and operates youth programs at \_\_\_\_\_ (Site Address), (ii) supports the proposal being submitted to the Department of Youth and Community Development for a Service Learning (SL) program at the above site by \_\_\_\_\_ (Proposer Organization), and (iii) will provide space for the SL program at the site, if the proposal is funded.

Optional:

Briefly describe below how the proposed SL program will be integrated with the youth programming of the OST or Beacon Program Provider Organization.

**Executive Director of the OST or Beacon Program Provider Organization:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Executive Director of Proposer Organization**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## D. Price Proposal

### Budget Forms

**Complete the proposed Budget Forms (Form 6b) following the Budget Instructions (Form 6a) below.**

**Note:** Form 6 is not a fillable form, but fillable budget forms can be downloaded from the DYCD website: <http://www.nyc.gov/dycd>.

### Budget Justification (Preferable page limit: 1 page.)

- Justify how the requested funds will be used to achieve program outcomes. The Proposer should ensure that the budget and budget justification are consistent with the proposed program.
- Identify the source of cash contributions. Indicate the amount and state how the cash contributions will be used to enhance the proposed program.
- Document the source and amount of each cash contribution by submitting the applicable documentation 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 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 within 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 purpose for which the funds are to be used, and the time period within which the funds must be spent.

## RFP BUDGET INSTRUCTIONS

### BUDGET FACE SHEET IDENTIFYING INFORMATION

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](http://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 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**

**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

- 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 percent or exceed 30 percent of total salaries. If the contractor uses the Fiscal Agent, the minimum rate for Fringe Benefits is 12.65 percent.
- 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 percent 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.

#### **OTHER THAN PERSONNEL SERVICES (OTPS)**

- 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 percent 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

# FORM 6B

**Department of Youth and Community Development  
REQUEST FOR PROPOSAL  
PIN26008RESLRFP  
SERVICE LEARNING BUDGET SUMMARY**

**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	CASH	TOTAL
Account Code		REQUEST	CONTRIBUTION	PROGRAM COST
<b>PERSONNEL SERVICES</b>				
1100	Salaries and Wages			
1200	Fringe Benefits*			
1300	Central Insurance Program (CIP) **			
<b>TOTAL PERSONNEL SERVICES</b>				
<b>NON STAFF SERVICES</b>				
2100	Consultants			
2200	Sub-Contractors			
2300	Stipends			
2400	Vendors			
<b>TOTAL NON-STAFF SERVICES</b>				
<b>OTHER THAN PERSONNEL SERVICES</b>				
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			
<b>TOTAL OTHER THAN PERSONNEL SERVICES</b>				
<b>TOTAL COST</b>				

\* 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 all Consultants)

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)


Acct Code	FUNDING REQUESTED
<b>OTHER THAN PERSONNEL SERVICES</b>	
3100 <b>CONSUMABLE SUPPLIES</b> Office , Program and Maintenance Supplies	<input type="text"/>
3200 <b>EQUIPMENT PURCHASES*</b> <i>*Attach description or itemized equipment list.</i> Copiers, Computers, Printers, and Furniture Etc.	<input type="text"/>
_____	
_____	
_____	
_____	
3300 <b>EQUIPMENT OTHER</b> Maintenance, Repairs, Rentals, & Computer Software	<input type="text"/>
3400 <b>SPACE RENTAL (Total of Lines 3410 &amp; 3420)</b>	<input type="text"/>
<b>3410</b> Public School	<input type="text"/>
<b>3420</b> Rent / Other	<input type="text"/>
3500 <b>T R A V E L</b> Staff Travel , Bus Trips, Other	<input type="text"/>
3600 <b>TOTAL UTILITIES AND TELEPHONE</b>	<input type="text"/>
3700 <b>OTHER OPERATIONAL COSTS (Total of Lines 3710 &amp; 3720)</b> 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"/>
<b>3710</b> Other Costs	<input type="text"/>
<b>3720</b> Indirect Costs *    % _____	<input type="text"/>
3900 <b>FISCAL AGENT SERVICES</b> 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.**

## DYCD Title Codes

AA	ADMINISTRATIVE ASSISTANT
AB	ASSISTANT BOOKKEEPER
AC	ACCOUNT SPECIALIST
AD	ADMINISTRATOR
AE	ASSISTANT EXECUTIVE DIRECTOR
AI	ARTISTIC INSTRUCTOR
AP	AFTER SCHOOL PROGRAM DIRECTOR
AR	ART SPECIALIST – ARTS PARTNER
AS	ACTIVITY SPECIALIST
AT	ATTENDANT
AX	ACTOR
BA	BA CASE PLANNER
BK	BOOKKEEPER
BM	BUDGET MANAGER
BS	BILINGUAL SPECIALIST
CA	COACHES
CC	CHILD CARE PROVIDER
CI	CAMP INSTRUCTOR
CK	COOK
CL	CLERK
CM	CONTRACT MANAGER
CO	COUNSELOR
CP	CASE PLANNER
CR	COORDINATOR
CS	COUNSELING SPECIALIST
CT	CONTROLLER
CU	CUSTODIAN
CW	CASE WORKER
CZ	COMPUTER SPECIALIST
DC	DRUG COUNSELOR
DD	DEPUTY DIRECTOR
DE	DIRECTOR
DF	DIRECTOR OF FINANCE
DI	DANCE INSTRUCTOR
DP	DIRECTOR OF PERSONNEL
DR	DOCTOR
DS	DEVELOPMENT SPECIALIST
DT	DIRECTOR OF PROGRAM AND JOB DEVELOPMENT
DV	DRIVER
EA	EDUCATIONAL ADVISOR
EC	EDUCATION COORDINATOR (TEACHER LICENSE)

**DYCD Title Codes (Continued)**

ED	EXECUTIVE DIRECTOR
EI	EDITOR
EP	EXHIBITION PREPARER
ES	EMPLOYMENT/EDUCATION SPECIALIST
FA	FACILITATOR
FC	FAMILY COUNSELOR
FD	FOSTER CARE DIRECTOR
FO	FISCAL OFFICER
FW	FAMILY WORKER
GL	GROUP LEADER
GW	GROUP WORKER
HC	HEALTH COUNSELOR
HM	HOUSE MANAGER
HP	HOUSE PARENT
HS	HOUSING/HOMELESS SPECIALIST
IC	IMMIGRATION COORDINATOR
IN	INSTRUCTOR
IS	IMMIGRATION SPECIALIST
JA	JANITOR
JC	JUVENILE COORDINATOR
JD	JOB DEVELOPER
JR	JOB READINESS COUNSELOR
LA	LITERARY ARTIST
LC	LATCHKEY COORDINATOR
LD	LEADERSHIP DEVELOPMENT SPECIALIST
LG	LIFEGUARD
LS	LEADERSHIP SPECIALIST
MA	MAINTENANCE
MC	MEDIATOR COUNSELOR
ME	MENTOR
MI	MUSIC INSTRUCTOR
MS	MSW CASE PLANNER
OM	OFFICE MANAGER
OW	OUTREACH WORKER
PA	PROGRAM DIRECTOR ASSISTANT
PB	PHYSICIAN'S ASSISTANT
PC	PROGRAM COORDINATOR
PD	PROGRAM DIRECTOR
PE	PARENT AIDE
PJ	PROJECT COORDINATOR
PL	PARALEGAL
PM	PROGRAM DIRECTOR (MD LICENSE)
PO	DIRECTOR OF PROGRAM OPERATIONS

**DYCD Title Codes (Continued)**

PR	PROGRAM AIDE
PS	PROGRAM SUPERVISOR
PT	PROGRAM DIRECTOR (TEACHER LICENSE)
RC	RECEPTIONIST
RD	REGIONAL DIRECTOR
RE	RELIEF
RN	REGISTERED NURSE
RR	RECREATION COORDINATOR
RS	RECREATION SPECIALIST
SA	STAFF ATTORNEY
SC	SERVICES COORDINATOR
SE	SECRETARY
SF	ADMINISTRATIVE SECRETARY
SG	SECURITY GUARD
SI	SHOP INSTRUCTOR
SN	SENIOR ACCOUNTANT
SS	SUMMER STAFF
ST	STREET WORKER
SU	SUPERVISOR
SW	SOCIAL WORKER (M.S.W.)
TA	TEACHER AIDE
TE	TEACHER (TEACHER LICENSE)
TH	THERAPIST
TL	TEAM LEADER
TM	TRAINING MONITOR
TS	TRAINING SPECIALIST
TU	TUTOR
TY	TYPIST/TEACHER AIDE
UD	UNIT DIRECTOR
UH	URBAN HOUSING SPECIALIST
VA	VISUAL ARTIST
VC	VOLUNTEER COORDINATOR
WF	WORKSHOP FACILITATOR
WI	WRITING INSTRUCTOR
WL	WORKSHOP LEADER
WS	WATER SAFETY INSTRUCTOR
YC	YOUTH COUNSELOR
YE	YOUTH EMPLOYMENT COORDINATOR
YW	YOUTH WORKER

**RFP TITLE: SERVICE LEARNING PROGRAMS**

**PIN: 26008RESLRFP**

**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). The certification must be notarized by a Public Notary.

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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**



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

**RFP TITLE: SERVICE LEARNING PROGRAMS**

**PIN: 26008RESLRFP**

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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**        /        /

**ACKNOWLEDGMENT OF ADDENDA**

<b>Proposer:</b>	<b>PIN: 26008RESLRFP</b>
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The Acknowledgment of Addenda (Form 9 below) 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. **Complete the details/check box below, as applicable, before signing the Acknowledgment.**

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**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):** \_\_\_\_\_