MODIFICATION AGREEMENT
TO THE
INTRA-CITY AGREEMENT
BETWEEN
THE CITY OF NEW YORK ADMINISTRATION FOR CHILDREN'S SERVICES
AND
THE CITY OF NEW YORK DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

This Modification Agreement ("Amendment"), effective as of July 1, 2020 ("Effective Date"), between the City of New York Administration for Children's Services ("ACS"), located at 150 William Street, New York, New York 10038, and the City of New York Department of Youth and Community Development ("DYCD"), with offices at 2 Lafayette Street, New York, New York 10007.

WHEREAS, ACS and DYCD entered into that certain Intra-City Agreement, dated February 1, 2020, related to the DYCD-contracted program with community-based organizations to provide education and workforce development services to young adults (the "Agreement); and

WHEREAS, ACS and DYCD entered into the Agreement for DYCD to assist ACS and cause one (1) provider in the Advance & Earn Program (as defined in the Agreement) to provide additional services to youth currently or previously in foster care or juvenile justice systems ("Advance & Earn Plus Program"); and

WHEREAS, ACS and DYCD have agreed to decrease the amount of funding for the Advance & Earn Plus Program by Two Hundred Thirty Thousand Dollars ($230,000.00) in City Fiscal Year 2021, and provide additional services in City Fiscal Years 2022 and 2023 by increasing the number of ACS Participants ("Additional Services") and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereby agree as follows:

1. Except as modified herein, or modified previously, all of the covenants and conditions of the Agreement, including any amendments, remain unchanged and in full force and effect.

2. Pursuant to Section 6.01 of the Agreement, Section 1.01(a) of the Agreement is hereby amended and restated in its entirety with the following:

   (a) The term of this Agreement is for the period of February 1, 2020 through September 30, 2022, unless it is terminated sooner pursuant to this Agreement ('Term').

3. Pursuant to Section 6.01 of the Agreement, Schedule 1-a (Advance & Earn Plus Program Plan) of Appendix B-1 of the Agreement is hereby deleted and replaced in its entirety with the attached Schedule 1-a, which includes the Additional Services.

4. ACS agrees to reimburse DYCD for the cost of the Additional Services up to Nine Hundred Seventy-Nine Thousand and Seven Hundred Eighty-Two Dollars ($979,782.00) in accordance with the budget attached hereto as Appendix A. Therefore, the new Maximum Reimbursable Amount to DYCD by ACS pursuant to the Agreement shall not exceed Two Million Eight Hundred Eight Thousand and Nine Hundred Fifteen Dollars ($2,808,915.00). No liability to DYCD shall be incurred by ACS beyond the amount of such monies.

5. Pursuant to Section 6.01 of the Agreement, Section 5.03 of the Agreement is hereby amended and restated in its entirety with the following:

Section 5.03 Intra-City Invoices. Invoices shall be submitted on a quarterly basis, no later than the twentieth (20th) day of the following quarter. The invoices shall be in a form established and agreed upon by both ACS and DYCD and shall be accompanied by appropriate supporting documentation and any other information reasonably deemed necessary by ACS.

6. Except as stated herein, all the terms and conditions in the Agreement remain in full force and effect and are specifically incorporated by reference herein.

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IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the Effective Date.

City of New York
Administration for Children's Services

Ina Mendez Digitally signed by Ina Mendez Date: 2022.08.01 11:45:18 -04'00'

Signature

Ina Mendez

Printed Name

Interim Deputy Commissioner

Title

City of New York
Administration for Children's Services

Signature

Printed Name

Title

City of New York
Department of Youth and Community Development

Naushmi Varming

Signature

Naushmi Varming

Caroline Press

Printed Name

Deputy General Counsel

General Counsel

Title

on behalf of Caroline Press

AMENDED APPENDIX A

Budget

	MOU#1 FY20	MOU #1 Original FY21	MOU#1 Original FY22	MOU #2 Revised FY21	MOU#2 FY22	MOU#2 FY23
Cohort 1	$ 845,182.00	$18,370		$18,370		
Cohort 2		$ 591,605.00		$ 472,892.00		
Cohort 3		$ 577,655.00	$ 13,951.00	$ 437,137.00	$ 10,541.00	
Cohort 4					$ 446,191.00	
Cohort 5					$ 507,302.00	$ 13,192.00
AOTPS		$ 12,370.00		$ 41,601.00	$ 16,507.00	
	$ 845,182.00	$ 1,200,000.00	$ 13,951.00	$ 970,000.00	$ 980,541.00	$ 13,192.00

Original MOU	$ 2,059,133.00
New MOU Total (FY20 - 23)	$ 2,808,915.00
Added funds	$ 749,782.00

Original MOU	$ 2,059,133.00
FY21 Reduction	$ (230,000.00)
FY22 Increase	$ 966,590.00
FY23 Increase	$ 13,192.00

TOTAL AMOUNT FOR ADDITIONAL SERVICES FY22 & FY23	$ 979,782.00
New MOU Total (FY20 - 23)	$ 2,808,915.00

Advance & Earn ACS Plus Program

FY	Original Amount	Revised Amount	Reduction	Cohort Pre-Enrollment
FY21: Cohort 1	$ 18,370	$ 18,370	$ -	Cohort 1 @3%
FY21: Cohort 2: Cohort 3	$ 1,181,630	$ 951,630	$ (230,000)	Cohort 2 @ 100%: Cohort 3 @ 97%
FY21 Total	[illegible]	$ 970,000	$ (230,000)	

A&E ACS Plus	Slots		
	Original	Revised	Variance
Cohort 1 Follow Up	60	60	0
Cohort 2 Direct Services	45	42	(3)
Cohort 3 Direct Services	45	34	(11)

FY21 Reduction Budget

Cohort 1 Follow Up@ 3%: July 2020 - September 2020

Advance & Earn ACS Cohort	Participants	@ 3% FY21	Providers	PPP	Per Contract
Pre-HSE	30	3%	1	$ 8,414	$ 7,573
HSE	10	3%	1	$ 10,721	$ 3,216
Advanced Training	20	3%	1	$ 12,636	$ 7,581
TOTAL					$ 18,370

Cohort 2 @ 100%: Direct Services September 2020 - January 2021 + Follow Up Feb 2021 - April 2021

Advance & Earn ACS Cohort	Participants Revised	100% FY21	Providers	PPP	Per Contract	Wage/Stipend	Total Wage/Stipend	Total Cost
Pre-HSE	20	100%	1	$ 8,414.00	$ 168,280.00	$ 2,274	$ 19,310	$ 187,590
HSE	10	100%	1	$ 10,721.00	$ 107,210.00	$ 3,037	$ 12,027	$ 119,237
Advanced Training	12	100%	1	$ 12,636.00	$ 151,632.00	$ 3,037	$ 14,433	$ 166,065
TOTAL					$ 427,122.00		$ 45,770	$ 472,892

Cohort 3 @ 97%: Direct Services February 2021 - June 2021

Advance & Earn ACS Cohort	Participants Revised		Providers	PPP	Per Contract	Wage/Stipend	Total Wage/Stipend	Total Cost
Pre-HSE	14	97%	1	$ 8,414.00	$ 114,263.00	$ 2,274	$ 34,650	$ 148,913
HSE	10	97%	1	$ 10,721.00	$ 103,994.00	$ 3,037	$ 30,830	$ 134,824
Advanced Training	10	97%	1	$ 12,636.00	$ 122,570.00	$ 3,037	$ 30,830	$ 153,400
TOTAL					$ 340,827.00		$ 96,310	$ 437,137

AOTPS								$ 41,601.00
FY21 TOTAL					$ 786,319.00			$ 970,000.00

	Slots			Budget											
				Original				Proposed 12/1/2020				Variance			
Cohort 1 Follow Up	Original	Proposed	Variance	Contractual	Rate	Wages	Total	Contractual	Rate	Wages	Total	Contractual	Wages	Total
Pre-HSE	30	30	-	$ 7,573		$ -	$ 7,573	$ 7,573		$ -	$ 7,573	$ -	$ -	$ -
HSE	10	10	-	$ 3,216		$ -	$ 3,216	$ 3,216		$ -	$ 3,216	$ -	$ -	$ -
Advanced Training	20	20	-	$ 7,581		$ -	$ 7,581	$ 7,581		$ -	$ 7,581	$ -	$ -	$ -
Total	60	60	-	$ 18,370		$ -	$ 18,370	$ 18,370		$ -	$ 18,370	$ -	$ -	$ -

	Slots			Budget										
				Original				Proposed 12/1/2020				Variance		
Cohort 2 Direct Services	Original	Proposed	Variance	Contractual	Rate	Wages	Total	Contractual	Rate	Wages	Total	Contractual	Wages	Total
Pre-HSE	20	20	-	$ 168,280	82.5%	$ 49,500	$ 217,780	$ 168,280	32.2%	$ 19,310	$ 187,590	$ -	$ (30,190)	$ (30,190)
HSE	10	10	-	$ 107,210	82.5%	$ 30,830	$ 138,040	$ 107,210	32.2%	$ 12,027	$ 119,237	$ -	$ (18,803)	$ (18,803)
Advanced Training	15	12	(3)	$ 189,540	82.5%	$ 46,245	$ 235,785	$ 151,632	32.2%	$ 14,433	$ 166,065	$ (37,908)	$ (31,812)	$ (69,720)
Total	45	42	(3)	$ 465,030		$ 126,575	$ 591,605	$ 427,122		$ 45,770	$ 472,892	$ (37,908)	$ (80,805)	$ (118,713)

	Slots			Budget										
				Original				Proposed 12/1/2020				Variance		
Cohort 3 Direct Services	Original	Proposed	Variance	Contractual	Rate	Wages	Total	Contractual	Rate	Wages	Total	Contractual	Wages	Total
Pre-HSE	20	18	(2)	$ 164,232	82.5%	$ 49,506	$ 213,738	$ 114,763	82.5%	$ 19,830	$ 134,593	$ (49,469)	$ (29,676)	$ (79,145)
HSE	10	10	-	103,994	82.5%	$ 30,830	$ 134,824	$ 103,994	82.5%	$ 30,830	$ 134,824	$ -	$ -	$ -
Advanced Training	15	10	(5)	$ 183,834	82.5%	$ 46,245	$ 230,079	$ 151,570	82.5%	$ 30,830	$ 182,400	$ (32,264)	$ (15,415)	$ (47,679)
Total	45	34	(11)	$ 451,060		$ 126,575	$ 577,635	$ 340,327		$ 80,910	$ 437,237	$ (110,253)	$ (45,265)	$ (155,518)

Total	$ 934,480		$ 253,150	$ 1,187,630	$ 786,319		$ 142,080	$ 148	$ (148,161)	$ (111,070)	$ (259,231)

AOTPS	Original Amount	$ 12,370	Proposed Amount	$ 43,601	Variance	$ 31,231

Total Reduction	$ (228,000)

	Contractual			Wages/Stipend			Total Reduction
A & E ACS Plus	Original	Proposed	Variance	Original	Proposed	Variance	
Direct Services	$ 934,480	$ 786,319	$ (148,161)	$ 253,150	$ 142,080	$ (111,070)	$ (259,231)
AOTPS					-		$ 31,231
Total							$ (228,000)

A&E ACS Plus	Slots		
	Original	Proposed	Variance
Cohort 1 Follow Up	60	60	-
Cohort 2 Direct Services	45	42	(3)
Cohort 3 Direct Services	45	34	(11)

Advance & Earn ACS Pilot Program

Period (7/1/21 - 9/30/22)

	Total Amount	Column3	Cohort Breakdown
MOU #1 FY21	$ 10,541		
MOU #2 FY21	970,000		Cohort 4 @ 100%, Cohort 5 @ 97%
MOU #2 FY22	[illegible]		Cohort 5 @ 3%

MOU #1	$	10,541
MOU #2	$	983,192.00

Pilot to Date

Cohort 3 Follow Up @ 3%: July 2021 - September 2021

Advance & Earn ACS Cohort	Participants	@ 3% FY22	Providers	PPP	Per Contract
Pre-HIE	17	3%	1	$ 8,414	$ 143,038
HIE	10	3%	1	$ 10,721	$ 107,210
Advanced Training	10	3%	1	$ 12,636	$ 126,360
TOTAL					$ 376,608

Cohort 4 @ 100%: Direct Training (September 2021 - January 2022) + Follow Up (July 2021 - April 2022)

Advance & Earn ACS Cohort	Participants	100% FY22	Providers	PPP	Per Contract	Wave/Stipend	Total Wave/Stipend	Total Cost
Pre-HIE	17	100%	1	$ 8,414.00	$ 143,038.00	$ 2,274	$ 77,061	$ 220,099
HIE	10	100%	1	$ 10,721.00	$ 107,210.00	$ 3,037	$ 21,261	$ 128,471
Advanced Training	10	100%	1	$ 12,636.00	$ 126,360.00	$ 3,037	$ 21,261	$ 147,621
TOTAL					$ 376,608.00		$ 69,583	$ 446,191

Cohort 5 @ 97%: Direct Training (February 2022 - June 2022)

Advance & Earn ACS Cohort	Participants		Providers	PPP	Per Contract	Wave/Stipend	Total Wave/Stipend	Total Cost
Pre-HIE	[illegible]	97%	1	$ 8,414.00	$ [illegible]	$ 2,274	$ 31,846	$ [illegible]
HIE	[illegible]	97%	1	$ 10,721.00	$ [illegible]	$ 3,037	$ 12,261	$ [illegible]
Advanced Training	[illegible]	97%	1	$ 12,636.00	$ [illegible]	$ 3,037	$ 12,261	$ [illegible]
TOTAL					$ [illegible]		$ [illegible]	$ [illegible]

[illegible]								$ [illegible]
FY22 TOTAL					$ 421,735.00			$ 970,000.00

Total

Cohort 6 Follow Up @ 3%: July 2022 - September 2022

Advance & Earn ACS Cohort	Participants	@ 3% FY22	Providers	PPP	Per Contract
Pre-HIE	[illegible]	3%	1	$ 8,414	$ [illegible]
HIE	[illegible]	3%	1	$ 10,721	$ [illegible]
Advanced Training	[illegible]	3%	1	$ 12,636	$ [illegible]
TOTAL					$ [illegible]

AMENDED SCHEDULE 1-a

Advance & Earn Plus Program Plan

of

Appendix B-1 – Advance & Earn Plus Scope of Work

Department of Youth & Community Development

WORKFORCE CONNECT
DYCD Youth Employment Programs

ADVANCE & EARN

ADVANCE & EARN PLUS WORKSCOPE
Cohort 4 & 5
FY22

Provider Name:	**The Door**	**Provider Address:**	**121 Avenue of the Americas, New York, NY 10013**
Executive Director	**Peter Gee (Interim)**	**E-mail**	pgee@door.org
Fiscal Officer	**Sanjay Dutt**	**E-mail**	sdutt@door.org
Pre-HSE Site Location Name	**The Door-Bronx Youth Center**	**Pre-HSE Site Location Address**	**424 East 147th Street 4th Floor Bronx, NY**
HSE Site Location Name	**The Door-Bronx Youth Center**	**HSE Site Location Address**	**424 East 147th Street 4th Floor Bronx, NY**
Advanced Training Site Location Name	**The Door- Bronx Youth Center AND Solar One**	**Advanced Training Site Location Address**	**Green Workforce Training Lab 29-76 Northern Blvd Long Island City, NY 11101**
Contract Period		**Annual Slots**	**Pre-HSE: 14** **HSE: 10** **Advanced Training: 10**

Role	Name	% of Time	Role Description
Director of the Bronx Youth Center	**Elizabeth Hoagland**	**20%**	**Oversee and all operations at The Bronx Youth Center. Assist with the launch of the Advance & Earn Plus Program and senior level administrative oversight. Supervise Nell Rainey, Assistant Director of System Involved Youth.**
Assistant Director of System Involved Youth	**Nell Rainey**	**25%**	**Oversee and supervise all staff of the Advance & Earn Plus Program, serve as leadership primary point of contact with DYCD, oversee program staff, lead daily operations, and manage data collection, performance monitoring, and evaluation. This staff holds an LCSW and has extensive experience working with ACS, the shelter system, and other system-involved populations.**
Supervisor of Sector Education and Training	**Matthew Sullivan**	**100%**	**Oversee all day-to-day operations, staff and activities of the Advance & Earn Plus Program and supervise a team consisting of**

			Career Advancement Coaches, Job Placement Specialists, and Instructors.
Job Placement Specialist	Natalie Hernandez	100%	Responsible for cultivating and nurturing relationships with employers, training programs, unions, and other industry groups to provide job, and sector-specific training opportunities that align with Advance and Earn Plus Program participants career interests, goals, and abilities.
Career Advancement Coach	Jose Rodriguez	100%	Help Advance & Earn Plus Program participants earn their High School Equivalency Degrees, earn industry credentials, enroll college, and/or obtain internships, jobs and advanced occupational skills training as well as provide retention support services after a young person is placed in college or employment. In this capacity, the Career Advancement Coach will be the primary point person for the young person during the duration of his/her participation in Woodlawn sector-based training working closely with the Work Readiness/ Credential Instructors, Job Placement Specialist, and other Door Career and Education staff to ensure the young person is meeting his/her career and education goals.
Career Advancement Coach	Jeremy Nunez	100%	Help Advance & Earn Plus Program participants earn their High School Equivalency Degrees, earn industry credentials, enroll college, and/or obtain internships, jobs and advanced occupational skills training as well as provide retention support services after a young person is placed in college or employment. In this capacity, the Career Advancement Coach will be the primary point person for the young person during the duration of his/her participation in Woodlawn sector-based training working closely with the Work Readiness/ Credential Instructors, Job Placement Specialist, and other Door Career and Education staff to ensure the young person is meeting his/her career and education goals.
Academic Instructor (Pre-HSE)	Shante Holmes	100%	Responsible for all Pre-HSE academic instruction including preparation of daily lesson plans and projects that are outcome

			based to develop skills necessary for both literacy and numeracy grade gains, HSE preparation and post HSE career and educational goals. Will provide individual and small group instruction; administer assessments, and maintaining student portfolios, documenting milestones and other interim outcome achievements.
Academic Instructor (HSE)	James Reddington	100%	Responsible for all HSE academic instruction including preparation of daily lesson plans and projects that are outcome based to develop skills necessary for both literacy and numeracy grade gains, HSE preparation and post HSE career and educational goals. Will provide individual and small group instruction; administer assessments, and maintaining student portfolios, documenting milestones and other interim outcome achievements.
Intake Coordinator (launch only)	Stephanie Imperati	40%	Responsible for intakes and assessment testing for Advance & Earn Plus Program participants.
Administrative Coordinator	Julie Estella	20%	Handles processing of financial paperwork for incentives, stipends, supply orders during Advance & Earn Plus Program launch until Program is fully staffed.
Supervisor of Education Services	Jessica Randall	40%	Help coordinate HSE programming and ensure fidelity to strong educational practices.
Foster Care Career Advancement Coach	Marsha Pervil	25%	Refers appropriate Foster Care young people to the Advance & Earn Plus Program and acts as a liaison between the Advance & Earn Plus Program and our other career and education programs.

Please provide detailed descriptions below.

OUTREACH AND RECRUITMENT STRATEGY:

The Door has 47 years of experience engaging the Advance & Earn Plus Program's target population, including system-involved, and ACS involved youth. The Door's Advance & Earn Plus Program will use a comprehensive recruitment and retention strategy to ensure we continue to serve this population and support them to persist in programming and employment/post-secondary placements.

The Door will utilize our established external and internal community resources to conduct a series of outreach efforts to promote Advance and Earn Plus Program and The Door services. In addition to conducting presentations at other CBOs, The Door's Bronx Youth Center will also use our extensive referral network of public schools, city agencies, foster

care/juvenile justice agencies, and other Bronx community partners. The Door will work closely with ACS to ensure that provider organizations are referring young people to upcoming cohorts. We will also recruit from within the 11,000 youth who access The Door services annually, many of whom are opportunity youth from vulnerable populations. Last year, 18% of The Door members were housing instable, 19% had involvement with the justice or foster care system, 16% self-identified as LGBTQ, and 32% were disconnected from school. Moreover, in our Career and Education Department 22% of youth had foster care involvement, 26% had court involvement, and 83% were disconnected from school. We will leverage our array of targeted programs to reach these populations, including LGBTQ support groups, specialized services for system-involved youth, crisis and drop-in services for runaway and homeless youth, and immigration legal services. Lastly, we will distribute print materials and post regularly on our website, newsletter, and social media.

COMPREHENSIVE ASSESSMENT:

The Door's Advance & Earn Plus Program will begin with a comprehensive assessment, intake, and orientation process. As with all youth who access The Door, the first step in orienting youth will be connecting them to a The Door Intake Specialist, who will enroll them as a The Door member and provide them with an introduction to all of The Door's services. Youth can become a The Door member at our Bronx site on Tuesdays at 2:00 pm. As an additional option, young people can become a The Door member at our Manhattan site Monday-Friday from 2:00 pm – 5 pm with extended hours until 7:00 pm on Wednesdays - they would just have to eventually come to the Bronx site to finalize enrollment in the Advance and Earn Plus Program. For young people, who cannot make membership at these times, individual appointments will be arranged.

Once a The Door member, young people interested in enrolling in Advance & Earn Plus Progam will meet with one of our Career and Education Intake Coordinators to learn about the Department more broadly. Once a young person is enrolled in the Advance & Earn Plus Pogram, this staff will connect them with a Career Advancement Coach (i.e. Case Manager), who will accompany them through the rest of their time in the Advance & Earn Plus Program. In addition to their Career Advancement Coach, for those young people with ACS involvement, they are also connected to our Foster Care Career Advancement Coach or Juvenile Justice Coordinator (in-kind support to the Advance and Earn Plus Program participants) who will help them navigate any additional system involvement related issues that they need help with.

During individual sessions, Coaches will conduct a comprehensive intake assessment in which they will use formal and informal tools to identify youth skills, goals, needs, and interests. Coaches and youth will work collaboratively to determine their academic and occupational skill level, work and/or post-secondary education readiness, assets, career pathway interests, and supportive service needs. During this time, youth will also be assessed using the TABE (version 11 & 12) and TASC readiness assessments to evaluate their literacy and numeracy skills and determine the most appropriate program component placement. Through our Connections to Care initiative, Coaches will also conduct a high-level mental health screening and refer youth to the program's Social Worker or counseling at our Article 31 mental health center, as needed. Please see attached for The Door's general membership intake form, Career and Education Services intake assessment, and Connections to Care mental health assessment.

Through this process, youth and their Coach will work to develop a thorough Individual Service Strategy (ISS) that considers them in the dynamic context of their total life circumstances.

The Door will assess educational history based on materials obtained from internal program partners, connected Department of Education systems, and referral paperwork from fellow community-based organizations. Through

obtaining Attachment Rs from the Department of Education and previous schools that the young person has attended, we will be able to ascertain the level of educational engagement that is needed in addition to primary program services in specific subject areas.

Referrals will be gathered from external partners through encrypted data transfer via email. It is our advocacy that DYCD develop a partner based internal referral system that will uphold the work around referrals between partners and reduce the amount of repetitive work expected from young people thereby decreasing paperwork overload.

The young people that arrive with disabilities will be assisted through the process one on one with the assistance of the Career Advancement Coaches and the Intake Specialist. Based on how long the assessment takes, The Door will advocate for additional assistance and assessment for ACCES VR to ensure that the young person receives a full range of support services from community partners while engaging in program.

Trauma-informed practice is a core element of The Door's standards of practices and one of our four key core values. All The Door staff receive a training in Therapeutic Crisis Intervention (TCI) upon hire and are regularly supported further with a variety of follow up sessions, which provide an overview on various topics related to trauma-informed care. By equipping our non-clinical front-line staff with these four mental health screening practices, we hope to ensure they are able to identify conditions such as depression, anxiety, and substance use with the young people that engage in services. All of the staff in The Door's Career and Education Services Department have received training on various evidence-based mental health screening and engagement practices to ensure they are able to refer any youth in need or in crisis to our array of mental health and counseling services; further, as part of the model, they will receive on-going coaching and support through case management.

TRANSITION AND GUIDANCE SUPPORT:

All Advance & Earn Plus Program participants will receive thorough, supportive transition support to ensure they feel supported and motivated as they move between Program components, access other services at The Door or our subcontractor Solar One, or take next steps outside our organization. Our Coaches will be critical to our transition supports, as they are assigned to youth throughout their engagement in our proposed Program and will remain in regular contact with youth during every cohort, even if they are attending Advanced Training offsite with Solar One. When connecting youth to Solar One, additional in-house The Door services, or referring them to offsite partners, Coaches will provide a "warm handoff" by connecting youth directly to the relevant case managers/staff in the other programs/organizations and will follow-up with staff shortly thereafter to confirm that the youth is engaging in services. Further, Coaches will remain in touch with youth for one full year after they leave the program and will work to connect them to the job and education placements and/or additional services they might need to succeed.

By providing youth with comprehensive, scaffolded work readiness and career and college exploration services, and providing supportive transition assistance and warm handoffs between Advance & Earn Plus Program components and outside services, our Advance & Earn Plus Program will create a supportive environment in which opportunity youth can obtain the resources, opportunities, and skills they need to succeed in their career and education goals.

Throughout the course of their work within the Advance & Earn Plus Program, they will be provided several opportunities to engage in services that provide college placement, access to employment, and advanced level training with community partners. Part of the infrastructure will incorporate monthly meetings with internal and external partners providing services in these areas.

The guidance support that will be provided as the work plan is being developed is individualized check ins with participants to ensure there is clear understanding of the options post program achievement of all outcomes in the framework of infused academics.

Community meetings, outcome meetings one on one, infused classes that provide information on college, education, and advanced training through leveraging community-based resources. In addition, participants will be informed of advanced level trainings offered by other Advance & Earn Program partners to ensure there is a support of a wider range of training options. There will be college fairs and visits to city and state-based institutions to support college exploration.

In addition, we work to support each young person holistically and message to them that teachers, coaches, job placements specialists and supervisors are all working closely together as a team to help them reach their career and education goals. To communicate that, we have built into our programming a mid-cohort student/teacher/coach/supervisor conversation using the mid cohort TABE scores as a jumping off point for the conversation and to frame conversations about their next steps whether it be to take the TASC, move up to HSE or attend additional tutoring sessions.

CASE MANAGEMENT STRATEGY: Please check one of the boxes and provide description:

The case management strategy employed by the Career Advancement Coaches (one full time coach for the Solar One group and one full time coach who supports our Pre-HSE/HSE young people) will utilize a wide range of assessment services in the areas of education, mental health, and workforce development soft skills.

Pre-HSE/HSE:

- The Career Advancement Coach (CAC) meets weekly with each participant to discuss progress, problem solve around barriers to attending classes and meet their socio emotional needs by providing referrals to additional supports (example-housing, MH, legal etc.).
- CAC reaches out daily in the morning to remind participants of their daily schedule/expectations.
- The CAC attends classes sporadically to check in/support the teachers.
- The CAC hosts a weekly living skills group where participants review topics which they request around financially literacy, health and wellness.
- The CAC helps outline with the YP their progress and helps them plan towards taking their TASC exam.

Solar One:

- CAC is involved in supporting the YP from their interview through job placement at the conclusion of their internship.
- The CAC checks in daily in the morning with participants during the Solar One training to help problem solve and ensure they are able to attend class.
- The CAC attends the training to support the classroom and help address any behaviors that might come up.
- While the YP are in their internship, the CAC does site visits at least weekly to the internship sites to check in on participants' progress.

Our weekly check ins are supportive and engage young people through addressing barriers to education and training in order to remain engaged in Advance & Earn Plus Program services. Through case conferencing with the team weekly

(our team meetings twice weekly for one hour each meeting. One meeting is dedicated to case conferencing and all staff are required to be present. The second meeting is to address Program concerns, share out on trainings we have attended and plan youth events. Is our case conference, issues will be identified, and a plan of action will be made to address strategically. Young people challenged with attendance will be supported with daily text and phone call reminders prior to the school day start. Should young people fail to show, they will be called and texted until contact is made. If required, there will be a home visit to ensure that there are no other barriers to prevent young people from attending and as a supportive check in with participant caregivers if provided permission to engage. In addition, young people will be given an opportunity to engage in services with the support of their caregivers if they identify and agree that it would help enrich their ability to engage. We also provide a good pantry and clothing on site and encourage young people to come in should they need these supports.

SUPPORT SERVICE STRATEGY INCLUDING NAVIGATOR UTILIZATION:

The ISS is a living document and will be refined through the young person's time in the Advance & Earn Plus Program with regular reassessments and bi-weekly check-ins as the Coach and youth continue to collaboratively develop their long-term plans. For Pre-HSE and HSE Prep students, this will include re-assessing TASC readiness every 10 weeks and at the end of the 20-week cycle to determine readiness to advance to the next component.

The Door provides connections to community partners within the network and externally around the areas of childcare. As one of New York State's primary supportive housing networks, The Door will assess and screen participants for referrals to our DYCD supported runaway homeless youth services which incorporates case management, housing application assistance, and referrals to short and long-term housing. Through our long standing internal mental health screening system, The Door utilizes the ACE, PHQ9, and CRAFFT assessments to determine level of engagement needed in mental health services and will incorporate and refer participants to the LMSW for assistance. Accommodations for disabilities was described in the prior area of the document outlining engagement of youth with disabilities.

MEAL PLAN:

The Pre HSE and HSE participants will be provided with access to a nutritional breakfast and lunch during the academic day.

TRANSPORTATION PLAN:

The Door will provide daily/weekly metro cards as needed for Program service utilization. In addition, for engagement programs that occur outside of the agency, young people will be provided metro cards to travel to and from programming and events.

ACTIVITIES TRAINING AND EDUCATIONAL ASSESSMENT:

All participants in The Door's Advance & Earn Plus Program training will participate in work-readiness activities to build the foundational skills necessary to succeed in the workplace and post-secondary education.

Specifically, during classroom-based work readiness trainings, participants in each component will learn widely applicable occupational/professional hard and soft skills, including: career planning, digital literacy, professional communication,

resume and cover letter writing, job application techniques, workplace rights and etiquette, interview skills, conflict resolution, problem solving, cultural competency, time management, customer service, and basic budgeting and money management skills. Youth will also develop awareness of their personal strengths and values and the realities of the labor market, and will have access to additional out-of-class work readiness activities, such as mock interview sessions, job fairs, expert career panels, and individual job coaching from our Job Placement Specialists and Career Advancement Coaches (i.e. Case Managers). All of these skills are applicable and recognizable to a wide variety of industries, including the NYC priority sectors identified in the Career Pathways framework, as well as the construction sector accessible via our advanced training component.

The skills developed through these opportunities will vary based on the Advance & Earn Plus Program component alignment with participants' needs and abilities. By offering tiered levels of workforce development services, we will create a scaffolded program through which youth progress as they develop, transitioning from career exploration and service-learning projects in the Pre-HSE component, to work-readiness training and paid internship placements in the HSE Prep component, to advanced occupational training and sector-based internships in the Advanced Training component.

Further, as with all The Door career and education programming, Advance & Earn Plus Program participants will participate in activities that help them explore college and career options. We will leverage our large network of business partners to offer career exploration activities such as mock interviews, job fairs, workshops, workplace tours, career mentoring, field trips, guest speakers, and panels. Participants in the Pre-HSE component will also participate in service-learning projects that will expose them to different career options and develop critical competencies needed to succeed in the HSE component internships and longer-term employment. These service-learning activities will take place in local community settings and may include tutoring, volunteering at food pantries or soup kitchens, and planning events/activities at local schools.

We will also implement activities to encourage youth to explore their post-secondary education and college options, including college campus trips, assistance with completing financial aid applications, and reviewing educational/training requirements for career interests. Additionally, all youth will be connected to The Door's larger suite of college access and exploration services, including: SAT prep, remediation courses, financial aid and scholarship advisement, college application assistance, college bridge programming, and first year college retention supports. The Door has extensive experience offering these services within our existing programming to highlight the critical link between education and career success. Likewise, through this array of college and career exploration activities we will help youth understand this connection and consider the variety of educational and career pathways they can pursue to reach long-term success and stability.

Our first day of Week 1 (the week of 9/6/2021) will consist of an orientation session for participants in the HSE and Pre-HSE classes. From 9:30am-11am, we will review program expectations, establish community norms, and facilitate a community building exercise, and introduce participants to The Door staff, available services, and Post-Secondary opportunities. From 11am-12:30pm, participants will meet with their instructor to review curriculum and establish a community agreement for classroom sessions. From 1:30PM-2:30PM, students will participate in an activity facilitated by Job Placement Specialists and Career Advancement Coaches to review expectations for Career Awareness activities, review curriculum, and discuss time management and study strategies.

Schedule of Activities (must include orientation, academic instruction, Work-readiness, College and Career Exploration, and Digital Literacy)

Program Element (Academic Instruction, Including Literacy, Career Awareness Training, Bridge Programming, Other)	Activities	Description	Total Hours
Academic Instruction	Numeracy and Literacy skill development	Provide instruction in all subject areas related to and relevant to Pre HSE course work while ensuring that instruction is differentiated to meet the needs of a wide range of learners. Provide an approach to plan lessons that are outcome based to develop the necessary for successful HSE preparation. The implementation responds to the instructional needs of individual students and maintains a classroom environment that is stimulating, rigorous, and nurturing.	Pre-HSE academic programming will take place onsite at The Door – Bronx Youth Center's offices Mondays-Thursdays, where youth will have literacy, numeracy, and writing instruction from 9:00am-12:00pm (12 hours/week, 240 hours/cohort).
Career Awareness Training	Work Readiness, labor market information, life skills, financial literacy instruction, and service-learning opportunities	The Career Advancement Coaches will develop and facilitate life skills, and career readiness lesson plans focused on developing professional development toward preparedness for the workforce and post-secondary education. These services will be integral in enhancing the	Career awareness instruction, including work readiness training,

		educational and professional skills of Advance & Earn Plus Program participants.	college/career exploration, financial literacy, and SEL skills building, will take place Mondays through Thursdays from 1:00 pm-2:30pm, and Fridays from 1:00 pm-2:00 pm (9 hours/week, 180 hours/ cohort).

Breakdown of Pre-HSE Hours Per Week:

	Pre HSE Academic Instruction	**Career Awareness Training**
	Week 3-20 **Week 1-20**	Week 3-20 **Week 1-20**
Monday	3 hours	1.5 hours
Tuesday	3 hours	1.5 hours
Wednesday	3 hours	1.5 hours
Thursday	3 hours	1.5 hours
Friday	1.5 hour optional Test Prep session/group tutoring session	-1 hour -Tutoring/test prep sessions will be offered on a by-appointment basis. Option for remote tutoring

		sessions will be offered by appointment

Educational Assessment Strategy (including pre/post TABE and mid-point assessment):

The Door will begin with a comprehensive assessment, intake, and orientation process. Once a young person begins enrollment in the Advance & Earn Plus Program, the staff will connect them with a Career Advancement Coach (i.e. Case Manager), who will accompany them through the rest of their time in our Advance & Earn Plus Program.

In individual sessions, Coaches will conduct a comprehensive intake assessment in which they will use formal and informal tools to identify youth skills, goals, needs, and interests. Coaches and youth will work collaboratively to determine their academic and occupational skill level, work and/or post-secondary education readiness, assets, career pathway interests, and supportive service needs. During this time, youth will also be assessed using the TABE (version 11 & 12) and TASC readiness assessments to evaluate their literacy and numeracy skills and determine the most appropriate Advance & Earn Plus Program component placement. Participants will be assessed at point of enrollment, mid program, and at the end of cohort to determine readiness for TASC. During this time, participants will be assessed on non-academic qualifications that are determined based on case coordination with the Advance & Earn Plus Program team. Participants will be assessed for grade gains and their ability to matriculate through the program system into HSE. If determined, they may remain in Pre-HSE for further services to ensure they are able to work with their Coach and Tutor on academic advancements. Through our Connections to Care Initiative, Coaches will also conduct a high-level mental health screening and refer youth to the program's Social Worker or counseling at our on-site Article 31 mental health center, as needed.

Through this process, youth and their Coach will work to develop a thorough Individual Service Strategy (ISS) that considers them in the dynamic context of their total life circumstances. The ISS is a living document and will be refined through the process of regular reassessments and bi-weekly check-ins as the Coach and youth continue to collaboratively develop their long-term plans. For Pre-HSE and HSE Prep students, this will include re-assessing TASC readiness every 10 weeks and at the end of the 20 week cycle to determine readiness to advance to the next component.

HSE SERVICES

Basic Industry Credential(s) provided	National Retail Federation (NRF), ServeSafe (SS), and OSHA

Schedule of Activities (must include orientation, academic instruction, basic industry credential, Work- readiness, College and Career Exploration, and Digital Literacy)

Program Element (Academic Instruction, Including Literacy, Support Skills, Other)	Activities	Description	Total Hours

Academic Instruction	Numeracy and Literacy skill development	Provide instruction in all subject areas related to and relevant to HSE course work while ensuring that instruction is differentiated to meet the needs of a wide range of learners. Provide an approach to plan lessons that are outcome based to develop the necessary for successful HSE attainment. The implementation responds to the instructional needs of individual students and maintains a classroom environment that is stimulating, rigorous, and nurturing.	HSE Prep programming will take place onsite at The Door for 17 weeks (3 weeks at the beginning for enrollment for a total of 20 weeks). From Monday-Thursday, 9:00 am-12:00 pm, youth will have academic instruction in TASC subject areas (6 hours/at 20 weeks, for up to 120 hours/ cohort to complete test prep/tutoring optional).
Career Awareness Training	Resume, life skills, mock interview skill development, digital literacy/skills, and financial literacy instruction.	Provide life skill and career readiness lesson plans focused on developing professional development toward preparedness for the workforce. These services will be integral in enhancing the educational and professional skills of participants.	For weeks 4-8, youth will also have skills instruction from Monday-Thursday, 1:00 pm-4:30pm, including credential instruction, college/career exploration, financial and digital literacy, and work-readiness training (5 hours/at 16 weeks, up to 80 hours/cohort).

Support Skills	One-on-one case management, connections to care assessments, and case conferencing	Comprehensive learning model which incorporates case conferencing in a direct and youth development approach where staff and participants work on an individualized plan to reduce barriers while engaging participants through class lessons, outings, and volunteer experiences. Our program model will create a culture of gender identity sensitivity with a lens toward trauma informed care models and a strength-based service approach focused on an emotional and mental health needs of youth.	As stated above.
Internship Transition/Placement	Time management, stress management, professional development, and socialization in the workplace	During classroom-based work readiness trainings, Advance & Earn Plus Program participants in each component will learn widely applicable occupational/professional hard and soft skills, including: career planning, digital literacy, professional communication, resume and cover letter writing, job application techniques, workplace rights and etiquette, interview skills, conflict resolution, problem solving, cultural competency, time management, customer service, and basic budgeting and money management skills. Youth will also develop awareness of their personal strengths and values and the realities of the labor market, and will have access to additional out-of-class work readiness activities, such as mock interview sessions, job fairs, expert career panels, and individual job coaching from our Job Placement Specialists and Career Advancement Coaches (i.e. Case Managers). All of these skills are applicable and recognizable to a wide variety of industries, including the NYC priority sectors identified in the Career Pathways framework, as well as the	In week 7, Advance & Earn Plus Program participants will begin paid internships aligned with their credential training. From weeks 7-18, internships will run Mondays through Thursdays from 2:00 pm-5:30pm, and Fridays from 9-4 with a one hour lunch break (20 hours/week). There will be flexible time offered in weeks 19-20 for youth to make up missed internship hours or work additional time up to 250 total hours.

		healthcare sector accessible via our advanced training component.	

Breakdown of HSE Hours Per Week:

	HSE	Career Awareness Training/Support Skills	Internship
	Week 1-20	Week 1-18	Week 7-20
Monday	1.5 hrs	1.5 hrs	3.5 hrs
Tuesday	1.5 hrs	1.5 hrs	3.5 hrs
Wednesday	1.5 hrs	1.5 hrs	3.5 hrs
Thursday	1.5 hrs	1.5 hrs	3.5 hrs
Friday	1.5 hour optional group review/Test Prep session	Optional 1on1 Test Prep/Drop-in Tutoring, including option for remote tutoring by appointment.	6 hrs

Educational Assessment Strategy (including mid-point assessment, scheduling TASC exam, etc.):

Similar to the Pre-HSE participant, once a young person is enrolled in the Advance & Earn Plus Program HSE, the staff will connect them with a Career Advancement Coach (i.e. Case Manager), who will accompany them through the rest of their time in our Advance & Earn Plus Program.

In individual sessions, Coaches will conduct a comprehensive intake assessment in which they will use formal and informal tolls to identify youth skills, goals, needs, and interests. Coaches and youth will work collaboratively to determine their academic and occupational skill level, work and/or post-secondary education readiness, assets, career pathway interests, and supportive service needs. During this time, youth will also be assessed using the TABE (version 11 & 12) and TASC readiness assessments to evaluate their literacy and numeracy skills and determine the most appropriate program component placement. Participants will be assessed at point of enrollment, mid program, and at the end of cohort to determine readiness for TASC. During this time, participants will be assessed on non-academic qualifications that are determined based on case coordination with the Advance & Earn Plus Program team. The Advance & Earn Plus Program team will also coordinate their Attachment R (Regent scoring) to ensure they are supported with deficit areas and move through the educational plan with a targeted approach to the work.

Through this process, youth and their Coach will work to develop a thorough Individual Service Strategy (ISS) that considers them in the dynamic context of their total life circumstances. The ISS is a living document and will be refined through the process of regular reassessments and bi-weekly check-ins as the Coach and youth continue to collaboratively develop their long-term plans. For Pre-HSE and HSE Prep students, this will include re-assessing TASC readiness every 10 weeks and at the end of the 20-week cycle to determine readiness to advance to the next component.

There is no academic assessment for the Solar One training.

Internships:

HSE:

Please see below for the process around how we will connect HSE level YP to an internship opportunity:

- Week 1: Basyah Prabu (our internship coordinator) will attend our orientation (first week on classes) to introduce herself.
- Week 2: Basyah will come into HSE level classes and speak more in depth about the internship sites we currently have.
- Week 3: Basyah will meet/check in with each individual YP about what they are interested in and will use that information to pair interns with sites.
- Week 3 and/or 4: Basyah will host an internship best practices workshop that will cover professional etiquette, communication policies around lateness, absences and pay schedule. The goal is to also schedule them for interviews within the same week. At these sessions, Basyah will provide email/index cards with full information regarding the site including how to travel to the site. She will talk to our HSE level students regarding their career ideals and goals to see where they would be best matched.
- Week 5: Interns will know where they will be attending internship.
- Ongoing: Basyah will be available to our young people to support their internship placements and problem solve should concerns arise at the internship site.

Solar One:

- Week 4: Basyah will join one of the Solar One training to introduce herself to the young people and explain her role.
- Week 5: Basyah will hold an internship workshop for the YP to explain the internship placement at the Parks Department and review rules and expectations. She will also provide the YP with a shirt to wear to work.
- Week 7-9: Interns will start at internship site. Basyah will be available to them for the rest of their internship placement to problem solve should concerns come up at their internship site. Basyah and CAC will drop into the internship site regularly to check on the participants.

Internship Sites

HSE:

- Now that NYC is beginning to operate at almost complete capacity, Basyah is following up with leads she had developed pre-COVID. These include local retail, community organizations, and roles in hospitality/customer service. These locations are beneficial for our YP because they have prior experience and an aptitude for physical work, customer service and. a passion for their community. As these locations are finalized, Basyah will upload them into Advance for approval. See below for two sites that we are currently onboarding:
  - DREAM! Dare To Revitalize Education through Arts and Mediation
  - EZ Chicken and Waffles

Solar One:

- **Parks Department/Mill Pond Park**
  - We will be using Parks Dept as our internship site for the Solar One training program. The goal is to create a lasting impactful viable partnership. As each cohort continues the ideal is to create an employment pipeline.
  - Basyah will also work on onboarding additional sites so if a young person is not finding success at The Parks Department they will have another option and can be transferred.

(A minimum of three (3) community partnerships is required)

Name of Organization	Contact Person	Description of Partnership
Arms Acres	**Jason Burczeuski**	**Substance use groups, outpatient treatment, inpatient referrals**
Avenues for Justice	**Angel Rodriguez**	**Court advocacy services**
Bronx Defenders	**Justine Olderman**	**Legal assistance**
Future Now	**Eddy Bayardelle**	**Counseling and career exploration**
CASES	**Joel Copperman**	**Behavioral and mental health services; re-entry; alternatives to incarceration**
CAMBA	**Eileen Reilly**	**HIV/AIDS prevention; violence prevention; nutritional services**
Carnegie Hall	**Sarah Johnson**	**Arts Programming**

COVID-19 Outcome requirements

Pre-HSE Instruction:

Outcome Indicator	Cohort 4 Target	Cohort 5 Target
100% enrollment of contracted slots	17	20
65% of enrolled Participants attend 65% of Program hours per cohort.	12	13

50% of enrolled participants advance, at a minimum, one grade equivalent level in both reading and math, annually.	9	10
Of those Participants who reach ninth-grade level, 80% will be placed in the HSE Preparation Component of the Program, employment, or Advanced Training per cohort.	Based on Post TABE scores	Based on Post TABE scores

HSE Preparation

Outcome Indicator	Cohort 4 Target	Cohort 5 Target
100% enrollment of contracted slots within two weeks of the Program start date per cohort.	11	9
65% of enrolled Participants attend 65% of Program hours per cohort.	8	6
50% of enrolled Participants will attain the HSE annually.	6	5
85% of enrolled Participants complete at least one basic industry credential per cohort.	10	8
Of those Participants who attain the HSE, 80% will be placed in employment, Advanced Training, or post-secondary education per cohort.	Based on HSE Attainment	Based on HSE Attainment
Of those Participants who did not attain the HSE, 80% will be placed in employment or will continue in the HSE Preparation Component of the Program per cohort.	Based on HSE Attainment	Based on HSE Attainment

Advanced Training

Outcome Indicator	Cohort 4 Target	Cohort 5 Target
100% enrollment of contracted slots	10	13
70% of enrolled Participants who start Advanced Training attain certification per cohort.	7	10
70% of Participants who attain credential/certification either enroll in post-secondary education or attain employment in the sector of the Advanced Training per cohort.	Based on Credential Attainment	Based on Credential Attainment