RENEWAL

-of 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 RENEWAL AGREEMENT ("Renewal Agreement"), effective as of October 1, 2022 ("Effective Date"), is made and entered into by 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, and for the period of February 1, 2020 through September 30, 2022, 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 to facilitate 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, the parties wish to exercise all three (3) options to renew the Agreement through September 30, 2025.

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

1. Except as stated herein, all of the covenants and conditions of the Agreement, including any modifications thereto, shall remain unchanged and in full force and effect, and are specifically incorporated by reference into this Renewal Agreement.

2. All terms capitalized and not defined herein shall have the meanings ascribed thereto in the Agreement.

3. Pursuant to Section 1.01, the Agreement is hereby renewed for a three (3) year period from October 1, 2022 through September 30, 2025, unless sooner terminated by the terms of the Agreement. For the period October 1, 2022 through September 30, 2025, ACS agrees to pay and DYCD agrees to accept for the services provided

pursuant to this Renewal Agreement an amount not to exceed two million eight hundred forty-two thousand seven hundred eleven dollars ($2,842,711.00) as specified in the budget attached as Appendix A.

4. The Schedule 1-a Advance & Earn Plus Program Plan for the Renewal Term of Appendix B-1 Advance & Earn Scope of Work is attached hereto and made a part of the Agreement.

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

City of New York
Administration for Children's Services

Margaret Pletnikoff Digitally signed by Margaret Pletnikoff Date: 2023.12.20 10:34:44 -05'00'

Signature

Margaret Pletnikoff
Printed Name

Deputy Commissioner
Division of Financial Services
Title

Date

City of New York
Administration for Children's Services

Ina Mendez Digitally signed by Ina Mendez Date: 2023.12.20 09:45:31 -05'00'

Signature

Ina Mendez
Printed Name

Deputy Commissioner
Division of Family Permanency Services
Title

Date

City of New York
Department of Youth and Community Development

Signature

Angelina Martinez- Rubio
Printed Name

Acting General Counsel
Title

12/18/23
Date

APPENDIX A

Budget for the Renewal Term

Fiscal Year	Renewal FY Total	Cohorts
FY23	$ 890,402.00	Cohort 6 @ 80.6%; Cohort 7 @ 97%
FY24	$ 970,000.00	Cohort 7 @ 3%; Cohort 8 @ 100%; Cohort 9 @ 97%
FY25	$ 970,000.00	Cohort 9 @ 3%; Cohort 10 @ 100%; Cohort 11 @ 97%
FY26	$ 12,309.00	Cohort 11 @ 3%
Renewal MOU Total	**$ 2,842,711.00**	

FY23

Cohort 6 @ 80.6%: Direct Services October 2022 - January 2023 + Follow Up Feb 2023 - April 2023

Advance & Earn ACS Cohort	Participants	80.6% FY23	Providers	PPP	Per Contract	Wage/Stipend	Total Wage/Stipend	Total Cost
Pre-HSE	18	80.6%	1	$ 8,414.00	$ 122,070.00	$ 2,310.00	$ 29,106	$ 151,176
HSE	10	80.6%	1	$ 10,721.00	$ 86,411.00	$ 2,813.00	$ 19,691	$ 106,102
Advanced Training	12	80.6%	1	$ 12,636.00	$ 122,215.00	$ 2,813.00	$ 23,629	$ 145,844
TOTAL					$ 330,696.00		$ 72,426	**$ 403,122.00**

Cohort 7 @ 97%: Direct Services February 2023 - June 2023

Advance & Earn ACS Cohort	Participants	97% FY23	Providers	PPP	Per Contract	Wage/Stipend	Total Wage/Stipend	Total Cost
Pre-HSE	18	97%	1	$ 8,414.00	$ 146,908.00	$ 2,310.00	$ 29,106	$ 176,014
HSE	10	97%	1	$ 10,721.00	$ 103,994.00	$ 2,813.00	$ 19,691	$ 123,685
Advanced Training	12	97%	1	$ 12,636.00	$ 147,083.00	$ 2,813.00	$ 23,629	$ 170,712
TOTAL					**$ 397,985.00**		$ 72,426	**$ 470,411.00**

AOTPS								$ 3,677.00
FY23 TOTAL					**$ 728,681.00**		**$ 144,852**	**$ 890,402.00**

FY24

Cohort 7 Follow Up @ 3%: July 2023 - September 2023

Advance & Earn ACS Cohort	Participants	@ 3% FY24	Providers	PPP	Per Contract
Pre-HSE	18	3%	1	$ 8,414	$ 4,544
HSE	10	3%	1	$ 10,721	$ 3,216
Advanced Training	12	3%	1	$ 12,636	$ 4,549
TOTAL					**$ 12,309.00**

Cohort 8 @ 100%: Direct Services October 2023 - January 2024 + Follow Up Feb 2024 - April 2024

Advance & Earn ACS Cohort	Participants	100% FY24	Providers	PPP	Per Contract	Wage/Stipend	Total Wage/Stipend	Total Cost
Pre-HSE	18	100%	1	$ 8,414.00	$ 151,452.00	$ 2,310.00	$ 29,106	$ 180,558
HSE	10	100%	1	$ 10,721.00	$ 107,210.00	$ 2,813.00	$ 19,691	$ 126,901

Advanced Training	12	100%	1	$ 12,636.00	$ 151,632.00	$ 2,813.00	$ 23,629	$ 175,261
TOTAL					$ 410,294.00		$ 72,426	**$ 482,720.00**

Cohort 9 @ 97%: Direct Services February 2024 - June 2024

Advance & Earn ACS Cohort	Participants	97% FY24	Providers	PPP	Per Contract	Wage/Stipend	Total Wage/Stipend	Total Cost
Pre-HSE	18	97%	1	$ 8,414.00	$ 146,908.00	$ 2,310.00	$ 29,106	$ 176,014
HSE	10	97%	1	$ 10,721.00	$ 103,994.00	$ 2,813.00	$ 19,691	$ 123,685
Advanced Training	12	97%	1	$ 12,636.00	$ 147,083.00	$ 2,813.00	$ 23,629	$ 170,712
TOTAL					**$ 397,985.00**		$ 72,426	**$ 470,411.00**

AOTPS								$ 4,560.00
FY23 TOTAL					**$ 820,588.00**		**$ 144,852**	**$ 970,000.00**

FY25

Cohort 9 Follow Up @ 3%: July 2024 - September 2024

Advance & Earn ACS Cohort	Participants	@ 3% FY25	Providers	PPP	Per Contract
Pre-HSE	18	3%	1	$ 8,414	$ 4,544
HSE	10	3%	1	$ 10,721	$ 3,216
Advanced Training	12	3%	1	$ 12,636	$ 4,549
TOTAL					**$ 12,309.00**

Cohort 10 @ 100%: Direct Services October 2024 - January 2025 + Follow Up Feb 2025 - April 2025

Advance & Earn ACS Cohort	Participants	100% FY25	Providers	PPP	Per Contract	Wage/Stipend	Total Wage/Stipend	Total Cost
Pre-HSE	18	100%	1	$ 8,414.00	$ 151,452.00	$ 2,310.00	$ 29,106	$ 180,558
HSE	10	100%	1	$ 10,721.00	$ 107,210.00	$ 2,813.00	$ 19,691	$ 126,901
Advanced Training	12	100%	1	$ 12,636.00	$ 151,632.00	$ 2,813.00	$ 23,629	$ 175,261
TOTAL					$ 410,294.00		$ 72,426	**$ 482,720.00**

Cohort 11 @ 97%: Direct Services February 2025 - June 2025

Advance & Earn ACS Cohort	Participants	97% FY25	Providers	PPP	Per Contract	Wage/Stipend	Total Wage/Stipend	Total Cost
Pre-HSE	18	97%	1	$ 8,414.00	$ 146,908.00	$ 2,310.00	$ 29,106	$ 176,014
HSE	10	97%	1	$ 10,721.00	$ 103,994.00	$ 2,813.00	$ 19,691	$ 123,685
Advanced Training	12	97%	1	$ 12,636.00	$ 147,083.00	$ 2,813.00	$ 23,629	$ 170,712
TOTAL					**$ 397,985.00**		$ 72,426	**$ 470,411.00**

AOTPS								$ 4,560.00
FY23 TOTAL					**$ 820,588.00**		**$ 144,852**	**$ 970,000.00**

FY26

Cohort 11 Follow Up @ 3%: July 2025 - September 2025

Advance & Earn ACS Cohort	Participants	@ 2% FY26	Providers	PPP	Per Contract
Pre-HSE	18	3%	1	$ 8,414	$ 4,544
HSE	10	3%	1	$ 10,721	$ 3,216
Advanced Training	12	3%	1	$ 12,636	$ 4,549
TOTAL					**$ 12,309.00**

<u>SCHEDULE 1-a</u>

Advance & Earn Plus Program Plan
for the Renewal Term

of

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

SCHEDULE 1-a – PROGRAM PLAN
OF
APPENDIX B-1 - ADVANCE & EARN PLUS SCOPE OF WORK

Provider Name:	**The Door**	**Provider Address:**	**121 Avenue of the Americas, New York, NY 10013**
Executive Director	**Kelsey Louie**	**E-mail**	**klouie@door.org**
Fiscal Officer	**Jian Fu Yu**	**E-mail**	**jyu@door.org**
Pre-HSE Site Location Name	**The Door-Bronx Youth Center**	**Pre-HSE Site Location Address**	**424 E147th Street, 4th floor, Bronx, NY 10455**
HSE Site Location Name	**The Door-Bronx Youth Center**	**HSE Site Location Address**	**424 E147th Street, 4th floor, Bronx, NY 10455**
Advanced Training Site Location Name	**The Door- Bronx Youth Center AND Solar One**	**Advanced Training Site Location Address**	**424 E147th Street, 4th floor, Bronx, NY 10455 (The Door); 9-03 44th Road, 201 Long Island City, NY 11101 (Solar One)**
Contract Period	**July 1, 2022-June 30, 2023**	**Annual Slots**	**Pre-HSE: 36 HSE: 20 Advanced Training: 24**

Role	Name	% of Time	Role Description
Managing Director of Bronx Youth Center	**Alex-Ann Espeut**	**20%**	**Oversee all operations of The Door-Bronx Youth Center. Oversee the Advance & Earn Plus program in its entirety and provide a higher level management support to ensure that outcomes are met. Provide profesional development opporutnites for staff to ensure that staff members are completing relevant professional development trainings based on their positions.**
Director of System Involved Youth	**Nell Rainey**	**In-kind**	**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 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 participants career interests, goals, and abilities.**
Career Advancement Coordinator	**Jose Rodriguez**	**100%**	**Help Advance & Earn 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 Coordinator	**Daisjah Shepherd**	**100%**	**Help Advance & Earn Plus 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)	**Patricia Chin**	**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.
Internship Coordinator	**Basyah Prabu**	**50%**	**Responsible for internship site creation, site visits, collection of timesheets, internship orientation facilitation, monthly site evaluations, completion of participant evaluations and all items related to participant internships.**
Intake Coordinator	**Stephanie Imperati**	**40%**	**Coordinates all aspects of intake orientation at The Door-Bronx Youth Center, including TABE testing and onboarding paperwork. Will support with the launch of the Advance and Earn Plus contract**
Administrative Coordinator	**Julie Estella**	**20%**	**Handles all administrative support needs of The Door-Bronx Youth center including processing incentives, metrocards, and other administrative needs**

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 and 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 Door services annually, many of whom are opportunity youth from vulnerable populations. Last year, 18% of 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. More, 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.

In addition to the above strategy for general outreach, we will use the same methods for youth in all components, including the Advanced Training component. We will work closely with our ACS partner to do outreach through their provider networks to reach eligible youth, we are hosting open houses at The Door-Bronx Youth Center through the month of February to finalize eligible participants, we will also do our own direct outreach with our Foster Care and Justice partner agencies to get referrals to this program, our partner, Solar One, is circulating with their networks, and finally, we have an internal pool of young people who are currently interested in these program areas that are foster care and or justice involved ACS youth that we will work to transition to this program if fully eligible and willing to meet program expectations.

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 to invite them to an intake session at our Bronx site, held every Wednesday at 1:30 PM, where Intake Coordinator Stephanie Imperati will provide them with an introduction to all of The Door's services and complete Career and Education paperwork. Stephanie also assist with scheduling a virtual or phone appointment with The Door's membership team, where they complete the process for becoming a Door member. As an additional option, young people can become 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 Advance and Earn Plus. For young people who cannot make membership at these times, individual appointments will be arranged.

Once a Door member, young people interested in enrolling in Advance & Earn Plus 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 Advance & Earn Plus, 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 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) 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.

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 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 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 Door services, or referring when 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 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 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 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.

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

☐ Three (3) full-time case managers and one (1) full-time navigator:

☒ Four (4) full-time case managers with navigator responsibilities:

The case management strategy employed by the Career Advancement Coaches/Foster Care CAC and Justice Coordinator will utilize a wide range of assessment services in the areas of education, mental health, and workforce development soft skills. Through weekly check ins with the participants, there will be an opportunity to ensure that regular check ins are supportive and engage young people through addressing barriers to education and training in order to remain engaged in program services. Through case conferencing with the team weekly during power hour sessions, 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.

SUPPORT SERVICE STRATEGY INCLUDING NAVIGATOR UTILIZATION:

The ISS is a living document, and will be refined through the young person's time in Advance & Earn 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 child care. 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 course of the academic day.

TRANSPORTATION PLAN:

The Door will provide daily/weekly metro cards 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 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 solar energy sector accessible via our advanced training component.

The skills developed through these opportunities will vary based on the program component to align 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 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 Door career and education programming, Advance & Earn young people 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.

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 programming will take place onsite at The Door's offices in Soho from 9:30 am-2:30 pm, Monday–Friday for 17 weeks (3 weeks at the beginning reserved for enrollment and onboarding). From Monday-Thursday, youth will have literacy, numeracy, and writing instruction from 9:30am-12:30pm (12 hours/week, 240 hours/cohort).
Career Awareness Training	Resume, like skills, mock interview skill development, 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 educational and professional skills of Advance & Earn participants.	Career awareness instruction, including work readiness training, college/career exploration, and SEL skills building, from 1:00 pm-2:30pm (7 hours/week, 160 hours/ cohort).

PRE-HSE SERVICES

Breakdown of Pre-HSE Hours Per Week:

	Pre HSE Academic Instruction	**Career Awareness Training**
	Week 1-20	Week 1-20
Monday	3 hrs	1.5 hrs
Tuesday	3 hrs	1.5 hrs
Wednesday	3 hrs	1.5 hrs
Thursday	3 hrs	2.5 hrs
Friday	Optional Test Prep/Drop-in Tutoring	Optional Test Prep/Drop-in Tutoring

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 Advance & Earn Plus, 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 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 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	ServSafe Food Handlers Certification, NRF Retail Industry Fundamentals, New York State Driver's License

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, 9:30 am-11:00 am, 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, like skills, and mock interview skill development	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 1-20, youth will also have skills instruction from Monday-Thursday, 11:00 am-12:30pm, including credential instruction, college/career exploration, financial and digital literacy, and work-readiness training (6 hours/at 20 weeks, up to 120 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 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 healthcare sector accessible via our advanced training component.	By week 5, Advance & Earn participants will begin paid internships that are aligned with their credential training that will run from 2:00 pm-5:30pm, Monday-Thursday, and 9am-4pm on Fridays with an one hour lunch break (15 hours/week, 250 hours/cohort). 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.

Breakdown of HSE Hours Per Week:

	HSE	**Support Skills**	**Internship**
	Week 1-20	Week 1-20	Weeks 5-19
Monday	1.5 hrs	1.5 hrs	3 hrs
Tuesday	1.5 hrs	1.5 hrs	3 hrs
Wednesday	1.5 hrs	1.5 hrs	3 hrs
Thursday	1.5 hrs	2.5 hrs	3 hrs
Friday	Optional Test Prep/Drop-in Tutoring	Optional Test Prep/Drop-in Tutoring	3 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 Advance & Earn Plus 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 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. 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 team. The Advance & Earn 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.

Internship Sites

Worksite Name	Worksite Address	Job Duties with Brief Description	Sector
Sugar Hill Creamery	184 Malcolm X Blvd., New York, NY 10026	Take and serve customer ice cream orders, positively and professional engage with customers, be able to describe products' ingredients in detail.	Food service, retail
FieldTRIP Harlem	109 Malcolm X Blvd., New York, NY 10026	Food service / customer Support – take and serve customer orders, engaging with in-house customers regarding menu options, describe menu and ingredient origins, discuss community and mission of FieldTRIP.	Retail, Food Service
Retail Action Project	370 7th Ave., New York, NY 10001	Maintenance: Light dusting and cleaning, empty garbage cans, sweeping, mopping, general facility clean-up Maintain COVID cleaning standards.	Maintenance, food service
Harlem Link Charter School	21 W. 111 St., New York, NY 10026	Assist teachers with setup for group activities, prepare class materials, including light cleaning of tools, supplies, toys, arts & crafts. (No direct contact with children).	Education
Mott Haven Fridge	1760 2nd Avenue, New York, NY 10128	Community Care Fridge Caretakers are expected to regularly clean the interior of community refrigerators with provided cleaning supplies, sweep and remove trash and boxes from the surrounding area of community refrigerator sites, check and maintain the temperature of community refrigerators, answer questions of community members about the role and purpose of community refrigerators, add signage as	Maintenance

		needed to each community refrigerator location, flyer the surrounding area as needed to promote site-specific events.	

Advanced Training Credential(s) provided	OSHA-30; DOB 10-hour Site Safety Training, Certificate of Completion Green Building Operations and Maintenance; GPRO Operations and Maintenance certification.

Program Element (Academic Instruction, Support Skills, Other)	Activities	Description	Total Hours/Days
Life skills Workshops	Assessed based on needs of the cohort, includes financial literacy and budgeting, networking and relationship building, time-management, self-care and wraparound supports	These are workshops catered to the needs of the cohort so they are adjusted each cohort based on the makeup of the cohort and the activities will address skill gaps young people will need to address to be able to focus on pursuing their certifications	10 hours (1 hour per week)
Individual Case Management and Career Planning	Mandatory Career counseling sessions, addressing performance and creating individualized plan for interviewing with employers and post-graduation plan	These activities fall under our general case management requirements but are a targeted individual support to ensure readiness for the field	Minimum 1.5 hours (3 half hour sessions), but open to more as participant needs
Work Readiness Workshops	Job placement preparation: interviewing, resume prep, networking, time management Financial Literacy catered towards the nature of the construction field (seasonal work)	Contextualized work readiness for entering the construction field	14 hours (7.5 hours of job preparation and 6.5 hours of financial literacy)
Employer Networking	Meet and Greets, Interviews, and Field Trips to worksites with employer partners	Sessions dedicated to connecting participants to future employers	10 hours
OSHA 30 construction safety user	Federal standards of OSHA 30 training	Industry-required credential	5 days
DOB 10-hour Site Safety Training	New York City Department of Buildings Standards of Site Safety Training	Industry-required credential	1 day
GPRO	Operations and Maintenance	Industry recognized	2 days
Building Science	Fundamentals of sustainability, Energy efficiency intro, thermodynamics, air movement principles, ventilation moisture and heat transfer, airflow and infiltration, leakage prevention	Hands on sustainability skills	2 days
Green construction-carpentry	Scaling, Construction math, sawing, screwing, nailing and drilling,	Curriculum in preparation for green construction carpentry	3 days

	measurement activities, understanding construction documents, wall construction and framing theory, wall construction and framing hands-on, air sealing, dry wall installation and repair hands-on, insulation installation hands on, carpentry exam		
Green construction-electrical	Electrical safety, circuit atom theory, AC/DC theory, wiring types, cables, fittings, boxes, Splicing and stripping, sample circuit hands on, Watts and Ohms law, energy and power, computations, types of circuits, series wiring hands-on, wiring a parallel circuit, boxes, splicing and stripping, lighting retrofitting, installing controls, combination circuit hands-on, combination circuits, OCPD, electrical distribution panel wiring, three-way switching	Curriculum in preparation for green construction electrical	4 days
Green construction-water systems	Types of plumbing systems, domestic hot water, DWV, and heating, Types of pipes and fittings, low flow water efficiency systems, toilet and faucet repair hands-on, faucet reconstruction hands-on, low flow fixture installation	Curriculum in preparation for green construction water systems	2 days
Review and green construction exam	Review and testing final exam	Exam for green construction concepts	Spread over 4 days-1-2 hours per exam per day

Sector Based Internships

Sector of Internships	Green Buildings

Worksite Name	Worksite Address	Job Duties with Brief Description
Urban Energy	116 Ainslie Street, Brooklyn, NY 11211	Repair Assistance includes aiding solar panel installation technicians with carrying supplies and tools throughout the worksite, project cleanup, and debris removal
NYC Parks Department (Mill Pond Park)	Exterior St &, E 150th St, The Bronx, NY 10451 (There is no number just Exterior Street)	Parks Department Beautification-trash collection, tree planting, shrubbery, flower planting. Assist with maintaining and repairing park facilities

Please describe your plan for performance monitoring including program evaluation and continuous program improvement.

The Door will ensure that our Advance & Earn Plus Program meets the performance measure expectations by continually monitoring youth needs and progress, analyzing data with Salesforce, and evaluating program design. Indeed, the Door currently has 10 other DYCD contracts and thus has ample experience monitoring and evaluating our programs by DYCD standards.

We will track progress toward the required performance measures through our internal database system, Salesforce, as well as DYCD Advance and EMS, and any other database systems required by DYCD. Through Salesforce, we collect a range of client data as well as attendance, service utilization, and service outcomes. Our in-house data management team tracks, collects, and reports on data for all programs, working in close collaboration with program directors and staff. All staff are trained on performance-based contract management, how to manage outcomes through use of dashboards on our salesforce database and managers will issue weekly reports internally at The Door to incorporate into required DYCD reports, and the specific eligibility, data collection, and outcomes requirements for each program. Using Salesforce, staff are able to produce daily reports to track youth progress, as well as in-depth quarterly reports. Our Managing Director of Career and Education Services and Supervisor of Data, Reporting, and Evaluation will be responsible for reviewing these reports, analyzing program progress, identifying emerging needs, and developing plans to improve outcomes on at least a quarterly basis if needed.

Our Intake Coordinator and Career Advancement Coaches will perform an intake and enrollment assessment to record youth's initial data and skill level with the oversight of Supervisor and Assistant Director of System Involved Youth. Coaches (i.e. Case Managers) will then conduct regular reassessments of youth to evaluate progress and outcomes throughout each cohort catered to the track they are on. Specifically, they will track a suite of metrics as defined by NYC's Common Metrics, including: TABE scores, attendance, credential/HSE attainment, training and/or internship enrollment and completion, employment placements, and job retention, among others. The Door does regular formal and informal focus groups in programming and The Door has an elected youth council that informs programming. These metrics will allow us to ensure that we meet the performance measures required outlined in Section 2, Subsection F(1)(a-c), including all enrollment, attendance, grade gain, HSE/credential attainment, and employment/post-secondary placement goals.

In this way, we will track youths' journeys through our services, illustrating how the goals set forth in the Career Pathways framework can lead opportunity youth to a successful career path.

Describe your strategy for participant services in the 90 day follow up period after each cohort. Differentiate follow-up for each component (Pre-HSE, HSE, Advanced Training):

Once youth leave the program for any reason, Coaches will provide comprehensive follow up services for 1 year, exceeding the required 90 days. This will include job coaching and placement, career counseling, and college and job application help. Coaches will be available by phone, email, or in-person, and will check-in with youth bi-weekly to assist with job placement/promotion, address any challenges they may be facing, and counsel them on long-term education and career planning. Coaches will also confer with youth's employers/educators to ensure ongoing success.

We will leverage our robust network of employer and education partners to create targeted trainings and job placements for participants. On a basic level, we rely on these partners for internship and job placements; yet, more engaged partners help us design trainings that align with employer needs and labor market demand. We have partnered with Solar One to offer advanced occupational training and paid internships and so for the advanced training component we work with them during the follow up period to ensure young people are continually placed in jobs within the green construction sector through our mutual networks of construction and other sector appropriate companies.

Other employer partners include: Roundabout Theatre, TJX, CVS, DuaneReade, City Museum of NY, Home Depot, Jacob Javits Center, IKEA, Starbucks, Shake Shack, and Uniqlo.

We also have relationships with post-secondary institutions and advanced training providers, including NYU and CUNY schools. We work closely with Hostos Community College and Per Scholas to offer targeted bridge programs that support youth to become EMT

and IT professionals, respectively. We are also a founding member of BON, a collaboration between youth-serving CBOs in the South Bronx to increase college access and success among disconnected Bronx youth.

The Door also works with employer networks, including: Jobs for the Future, JobsFirstNYC, WPTI, and Worksforce1 Career Centers. We are a founding member of LESEN, a group of local workforce agencies who collaborate on large job orders in Lower East Side development projects. In our proposed program, we will continue to leverage these relationships and seek out new ones to ensure our training and placements remain relevant to both labor market demand and participant needs.

Describe your plan to connect participants to activities during the summer period:

The Door's Advance & Earn Plus program will offer youth a variety of summer activities, including opportunities to gain paid work experience. We will connect interested youth with Gap Inc. retail internships through This Way Ahead, as well as placements through SYEP programs citywide. Our Job Placement Specialist will provide job coaching and placement assistance, and help our Career Advancement Coaches facilitate skills development activities like career panels, workshops, and mock interviews.

We will also offer academic enrichment opportunities, including a Regents-based academic bootcamp; individual tutoring; college/career exploration workshops; and college campus visits. We will host field trips to sites that teach youth about history and civic duty, such as Ellis Island, the Tenement Museum, NY Historical Society, and the Natural History Museum.

During the summer youth will have access to The Door's array of services, including healthcare, legal, housing, arts, and daily meals. These services are available Monday-Saturday, year-round. We will also encourage youth to participate in Youth Council, a cohort of youth leaders who serve as bridges between Door staff and members. Coaches will facilitate these connections according to individual interest and need.

(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**

Pre-HSE Instruction

Outcome Indicator	Per Cohort Target
100% enrollment of contracted slots	18
65% of enrolled Participants attend 65% of Program hours per cohort.	12
50% of enrolled participants advance, at a minimum, one grade equivalent level in both reading and math, annually.	9

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.	

HSE Preparation

Outcome Indicator	Per Cohort Target
100% enrollment of contracted slots within two weeks of the Program start date per cohort.	10
65% of enrolled Participants attend 65% of Program hours per cohort.	7
40% of enrolled Participants will attain the HSE annually.	4
80% of enrolled Participants complete at least one basic industry credential per cohort.	8
Of those Participants who attain the HSE, 80% will be placed in employment, Advanced Training, or post-secondary education per cohort.	
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.	

Advanced Training

Outcome Indicator	Per Cohort Target
100% enrollment of contracted slots	12
70% of enrolled Participants who start Advanced Training attain certification per cohort.	9
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.	