# INTERAGENCY AGREEMENT

**between**

**THE CITY OF NEW YORK DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT**

**and**

**THE CITY UNIVERSITY OF NEW YORK**

**on behalf of**

**HOSTOS COMMUNITY COLLEGE**

**for**

**CAREER DEVELOPMENT CONNECT PARTICIPANT TRAININGS**

(January 1, 2019 -December 31, 2019)

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**This INTERAGENCY AGREEMENT** effective January 1, 2019 (the "Agreement"), is made by and between the City of New York (the "City"), acting through its Department of Youth and Community Development ("DYCD"), and The City University of New York (CUNY), acting on behalf of Hostos Community College ("Hostos") (collectively, the "Parties" and each a "Party").

**WHEREAS**, DYCD administers the City's Out-of-School Youth ("OSY") workforce development programs by contracting with qualified organizations that provide work readiness skills to eligible OSY participants ("Participants") in accordance with the Workforce Innovation and Opportunity Act ("WIOA"); and

**WHEREAS**, DYCD seeks to implement a series of training programs for Participants in the OSY Service Option 1 Career Development Connect Program as more fully described herein ("Training Program"); and

**WHEREAS**, CUNY, through Hostos, is willing and able to provide the Patient Care Technician Training Program as described in Article 2 – Scope of Services and Article 3 – Payment, in accordance with the terms and conditions set forth herein.

**NOW THEREFORE**, in consideration of the mutual covenants set forth herein, the above named Parties agree to be bound as follows:

## ARTICLE 1

## TERM

A. The term (the "Term") of this Agreement shall be for a period of twelve (12) months, commencing on January 1, 2019 and expiring on December 31, 2019 (the "Expiration Date"), subject to the provisions of Article 2 of this Agreement, unless extended by mutual agreement of the Parties or terminated at an earlier date pursuant to Article 4 below.

B. The Parties may, by mutual consent and in writing, agree to renew this Agreement for up to eighteen (18) months or a portion thereof, subject to the availability of funds.

## ARTICLE 2

## SCOPE OF SERVICES

During the Term, Hostos shall be responsible for providing the Training Program and related services ("Services") pursuant to the *Scope of Work,* and *Training Program Budget,* attached hereto and incorporated herein as **Exhibits A and B** and any modifications thereto as mutually agreed upon by the Parties in writing. Individuals enrolled in the Training Program listed in **Exhibit A** will be enrolled in "Cohorts" that designate a group of Participants engaged in a Training Program during the same timeframe. Should any Training Program extend beyond the Expiration Date or the earlier termination of this Agreement, the terms of the Agreement shall carry through in full force and effect to the end of each applicable Training Program period and the Term shall be extended for the period of such Training Program.

## ARTICLE 3

## COMPENSATION & PAYMENT SCHEDULE

A. **Total Payment for Services.** DYCD shall compensate CUNY, on behalf of Hostos, as listed in the Scope of Work (**Exhibit A**) of this Agreement, subject to and in accordance with the procedures and restrictions set forth in this Agreement, an amount not to exceed one hundred thirteen thousand nine hundred eighty-five dollars ($113,985.00), for all Services to be performed during the Term, as reported to, verified and approved by DYCD. All payments shall be made in accordance with the applicable "Training Program Budget," attached hereto as **Exhibit B** the "Workscope Payment Schedule" set forth in **Exhibit C** and all applicable policies and procedures of DYCD and the Research Foundation of the City University of New York (the "RF") CUNY including, without limitation, monthly invoices with line item expenses applicable to the invoice period and any other reasonable documentation that DYCD requires for review and approval.

B. This Agreement is funded in whole or in part by funds secured by DYCD from the Federal, New York State, and/or City governments and is subject to the availability of such funds for each City fiscal year thereof and each applicable Training Program period. Should there be a reduction or discontinuance of such funds by action of the Federal, State, and/or City governments, DYCD shall, subject to the terms of Article 4, have, in its sole discretion, the right to terminate this Agreement, or to reduce the funding and the corresponding level of

Services caused by such action by the Federal, State, and/or City governments. DYCD shall also have the right to reduce the funding level if there is a reduction in the number and frequency of cohorts provided that are also subject to level and availability of Participants and their interest. This Agreement shall not obligate DYCD beyond the dollar amount designated in the absence of a duly executed written contract amendment by each of the respective Parties.

C. Without limiting any of DYCD's other rights or remedies, and subject to the subparagraphs (1) and (2) below, DYCD shall have the right to recoup payments made to CUNY on behalf of Hostos by requiring repayment by CUNY or RF in the event that CUNY or RF has received monies that are reasonably determined to be prohibited under this Agreement or disallowed under any applicable Federal, State or City law, regulation or rule.

   1. At least thirty (30) days prior to exercising its right to recoup payments, DYCD shall provide written notice to CUNY setting forth the nature and amount of the payments determined by DYCD to be invalid or disallowed under this Agreement and the basis for such determination.

   2. CUNY shall have ten (10) business days after its receipt of such written notice to respond to such DYCD determination in writing. DYCD shall reasonably consider CUNY's response, if any, and will issue its explanation for its determination within (10) days after the receipt of CUNY's response.

D. The Parties acknowledge that pursuant to a certain Agreement dated October 20, 1983 between the RF and CUNY, the RF will act as CUNY's fiscal agent. Each invoice shall be signed by the RF Director of Grants and Contracts, and shall include the following language: *"I hereby certify that this invoice is for articles received, services rendered or amounts expended on behalf of the City of New York, that it is correct as to price and amount, that it is necessary for the proper transaction of the business of DYCD, that it was incurred solely for the benefit of the City of New York, that no part of the amount claimed herein has been previously certified, and that the amount is solely for the operation of said Program described in this invoice."*

## ARTICLE 4

## TERMINATION AND MODIFICATION

A. **Termination.** This Agreement may be terminated by either Party at any time upon ninety (90) days' written notice to the other Party. Training Program Cohorts that are in progress at the time of termination notice shall proceed as scheduled including all classroom hours, internship hours, assistance with examination preparation, Training Completion, and employment placement, and DYCD will pay all costs associated with completion of the Training Program Cohort in accordance with Exhibits B and Exhibit C. In the event this Agreement is terminated prior to the start of a Training Program Cohort in accordance with this provision, DYCD will pay all costs and non-cancellable third-party, obligations incurred prior to the effective date of such termination.

B. **Modification.** This Agreement may only be amended by the mutual written consent of the Parties.

## ARTICLE 5

## NOTICES

All notices required by this Agreement shall be delivered by messenger or overnight delivery service or email to the following:

**To DYCD:**

New York City Department of Youth and Community Development
2 Lafayette Street, 19th Floor
New York, NY 10007
Attn: Megan Keenan, Senior Director, Senior Director, Youth Employment Policy and Special Projects
Email: mkeenan-berryman@dycd.nyc.gov
and
Attn: Caroline Press, General Counsel (same delivery address as above)
Email: cpress@dycd.nyc.gov

**To CUNY:**

For All Matters:
Hostos Community College
560 Exterior Street
Bronx, NY 10451
Attn: Joan Falcetta, Director of Continuing Education and Professional Studies
Email: jfalcetta@hostos.cuny.edu

With a Copy to:
City University of New York
Office of the General Counsel
205 East 42nd Street, 11th Floor
New York, NY 10017
Attn: DYCD OSY Trainings MOU
Email: ogc@cuny.edu

*For fiscal matters:*
Assistant Director of Grants and Contracts
The Research Foundation of CUNY
230 West 41st Street
New York, NY 10036
Attn: Denise Xie
Email: Denise_Xie@RFCUNY.org

## ARTICLE 6

## PUBLICITY AND INTELLECTUAL PROPERTY

A. Neither CUNY nor RF shall publish any materials nor any work dealing with any aspect of performance under this Agreement, nor any of the results and accomplishments thereof, without the prior written approval of DYCD, which shall not be unreasonably withheld. In the event such permission is granted, the City shall have a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for non-commercial purposes only, such portion of the publication dealing with such aspect of performance, results and/or accomplishments. In preparing any of its own materials based on the CUNY prepared materials, DYCD will give CUNY and the principal material developer appropriate credit.

B. Instructional materials and curricula used by CUNY that includes instructional materials and curricula created by third parties or created by CUNY and used in CUNY for-credit and continuing education courses shall be the sole property of CUNY or as established in CUNY's Intellectual Property Policy. To the extent that such instructional materials and curricula are newly created, or adapted (or paid for under this Agreement), the City shall have a royalty-free, non-exclusive and irrevocable license-to reproduce, publish or otherwise use, and to authorize other government entities to use, for non-commercial, public purposes only, in connection with the City's responsibilities to provide workforce training programs consistent with its authority under the City Charter or other law.

C. Any and all materials written or developed by CUNY under the terms of, or specifically for utilization under, this Agreement, other than those materials described in Article 6 (B) above, shall become the exclusive property of the City and shall not be used by CUNY except as permitted in subdivision 6 (A) above.

D. Representation and Warranty. To the extent that any instructional materials or curricula delivered under this agreement incorporate any third-party materials or are created by any third-parties, including CUNY faculty members, CUNY represents and warrants that it has obtained all necessary permissions and clearances, in writing, for the use of such materials under this Agreement.

## ARTICLE 7

## CONFIDENTIALITY

A. All official DYCD files or records containing personally identifiable Participant information or as set forth on the Participant Information Form or otherwise identified as confidential in the DYCD WIOA Policy Regarding Handling and Protection of Personal Identifiable Information (PII) and all of the reports, data, or information that would otherwise be covered by the Freedom of Information Law (collectively, "Confidential Information") obtained, learned, developed, or filed by CUNY, RF and Hostos shall be held confidential by CUNY, RF and Hostos and shall not be disclosed by CUNY, RF or Hostos to any person, organization, agency, or entity except as authorized or required by law, including, but not limited to, the Freedom of Information Law or a lawful subpoena. It is agreed and understood that should any Confidential Information be

requested of CUNY, and CUNY determines that disclosure is authorized or required by law, CUNY shall provide DYCD ten (10) days' notice and opportunity to object to the disclosure, and if requested by the Agency, CUNY shall not disclose such reports, information, or data until the City has exhausted its legal rights, if any, to prevent disclosure of all or a portion of such reports, information or data. This Article shall remain in full force and effect following the termination of this Agreement.

B. The Parties acknowledge that (a) information that may be shared in connection with the Services may include personally identifiable information from education records that are subject to the Family Educational Rights and Privacy Act/FERPA ("FERPA Records"), and (b) to the extent that information is shared in connection with the Services includes FERPA Records, CUNY will not release such information from education records, other than Directory information, without obtaining a FERPA release, in a form used by Hostos, from the student, or unless otherwise permitted or required to be disclosed under applicable law. It is agreed and understood that should any FERPA Records be requested of DYCD, DYCD shall immediately notify CUNY to determine whether disclosure is authorized or required by law.

## ARTICLE 8

## MISCELLANEOUS

A. CUNY and Hostos agree to retain and to notify RF to retain all books, records, and other documents relevant to this Agreement for a minimum of six (6) years after the final payment or termination of this Agreement whichever occurs later. City, State, and federal auditors, and any other persons duly authorized by DYCD shall have full access to and the right to examine any of the said materials during normal business hours. As possible, DYCD will give CUNY reasonable notice of any such audit.

B. This Agreement is subject to audit by Federal, State, and/or Local agencies as authorized or required by law. CUNY shall cooperate and assist with all program and fiscal monitoring, evaluation and close- out activities and audits conducted by DYCD or its designees or any other entity authorized or permitted to perform or undertake any of the foregoing.

C. If any provision contained in this Agreement is held to be unenforceable by a court of law or equity, this Agreement will be construed as if such provision did not exist and the non-enforceability of such provision will not be held to render any other provision or provisions of this Agreement unenforceable.

D. The Services provided under this Agreement shall be performed in accordance with all applicable provisions of Federal, State, and Local laws.

E. DYCD shall provide all necessary guidance and assistance to CUNY and the RF to ensure that the Training Programs provided under this Agreement are performed in accordance with all applicable provisions of Federal, State, and Local Laws, including the Workforce Innovation and Opportunity Act ("WIOA"), as well as applicable federal regulations, and any successor guidelines as set forth in "The Super Circular", 2 C.F.R. Part 200 governing the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. If

applicable, CUNY shall fulfill the audit requirements of the Federal Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and Other Non-Profit Organizations," or, successor guidelines as set forth in "The Super Circular", 2 C.F.R. Part 200 governing the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and shall provide such audit to DYCD within thirty (30) days after its receipt of DYCD's written request therefor. For purposes of this Agreement, CUNY shall be deemed to be a "Subrecipient" of a federal award, (Federal Award Identification Number: AA321301855A36). The Catalog of Federal Domestic Assistance (CFDA) number for WIOA Youth is 17.259.

This Agreement contains all the terms and conditions agreed upon by the Parties, and no other Agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the Parties, nor to vary any of its terms.

F. For purposes of this Agreement, a force majeure event is an act or event beyond the control and without any fault or negligence of CUNY or DYCD ("Force Majeure Event"). Such events may include, but are not limited to, fire, flood, earthquake, storm or other natural disaster, civil commotion, war, terrorism, riot, and labor disputes not brought about by any act or omission of the Contractor. Neither Party will be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of nature, including, without limitation, earth quakes, floods, winds, or storms. In such an event, the intervening cause must not be through the fault of the Party asserting such an excuse, and the excused Party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.

G. Subject to Article 3.D, neither CUNY nor Hostos will assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the City. Such prior written consent will not be unreasonably withheld, delayed, or conditioned.

H. The Parties hereto represent and warrant that the person executing this Agreement on behalf of each party has full power and authority to enter into this Agreement and that the Parties are authorized by law to perform the Training Program(s) set forth in the Agreement.

I. Any subcontractors engaged to deliver direct Services pursuant to this Agreement shall be selected in accordance with applicable procurement regulations. RF CUNY shall forward DYCD a fully-executed original copy of an approved subcontract. Subcontracts shall comply with all applicable provisions of this Agreement. For avoidance of doubt, nothing contained herein requires CUNY or the RF to comply with City procurement rules.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

**IN WITNESS WHEREOF,** the Parties hereto have executed this Agreement to be effective on the date first above written.

**THE CITY UNIVERSITY OF NEW YORK on behalf of HOSTOS COMMUNITY COLLEGE**

Authorized Signatory

Pamela S. Silverblatt
Name (Print)

Interim General Counsel & Sr. Vice Chancellor for Legal Affairs
Title (Print)

1/18/19
Date

Approved As To Form
The City University of New York
Office of the General Counsel
Date: 1/17/19

**CITY OF NEW YORK DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT**

Caroline Press
General Counsel

1/22/19
Date

73268849
CUNY DUNS Number

## LIST OF EXHIBITS

Exhibit A: Scope of Work
Exhibit B: Training Program Budget
Exhibit C: Workscope Payment Schedule for January 1, 2019 – June 30, 2019
Exhibit D: DYCD WIOA Train & Earn Career Development Connect Providers
Exhibit E: Hostos Dashboard

**EXHIBIT A**
**PROGRAM YEAR (January 1, 2019 – December 31, 2019)**
**SCOPE OF WORK**

**Overview**

**Training Programs:** During the Term, Hostos Community College **("Hostos")** will support recruitment, assess potential students, and deliver and administer the following Training Program and related services to Participants referred by DYCD Train & Earn (formerly OSY) Career Development Connect providers. Hostos shall not use monies received through this Agreement to fund Training Programs that were planned or existed prior to the effective date of the Agreement; rather, DYCD funding must be used to fund the new Training Program that would not exist without DYCD support, as per **Exhibit C**. Hostos will ensure that it has the requisite state or other governmental and necessary approvals prior to the start of the Training Programs.

Hostos will provide the following Training Program(s):

- Patient Care Technician

DYCD shall have the right to provide final approval of training programs.

Depending on DYCD OSY Career Development Connect Participant interest, adjustments or changes to the training program including but not limited to increasing or decreasing the number of students to be served may be made. Each Training Program Cohort shall be limited to Participants referred by the DYCD OSY Career Development Connect providers.

**I. TRAINING AND TRAINING ADMINISTRATION**

**A. Hostos Activities**

Hostos agrees to oversee all components of the Training Program set forth in this Agreement, including but not limited to assisting with Participant recruitment and screening, pre-Training Program services, performance management, and data collection and tracking for the Training Program described in this **Exhibit A**. Hostos will work to ensure that Participants are placed in jobs in the area of training at the successful conclusion of training and examination services as set forth in Part II Outcomes, Section B.

**1. Fiscal Oversight**

a) **Research Foundation ("RF")**, CUNY's fiscal representative, will be responsible for all fiscal exchanges with DYCD including monthly billing, managing cost-reimbursement payments, and dispensing funds to Hostos, among other duties.

**2. Hostos Program Liaison**

a) Hostos will designate a Program Liaison who will act as the primary point of contact for this Training Program and collaborate with DYCD and Providers on all aspects of the program, including recruitment, Participant selection, training delivery, Participant progress, and post-training outcomes. Key responsibilities include but are not limited to:

- develop relationships with Participants from the beginning of the Training Program process;

- tracking Participant progress through recruitment, assessment, training, and post-training placement;
- tracking attendance daily and conducting same-day outreach to absent Participants and their Providers;
- facilitating bi-weekly meetings with relevant Provider staff to review participant progress and attendance;
- meeting regularly with Participants to engage in problem-solving if needed,
- elevating any incidents involving Train & Earn participants within 24 hours of its occurrence.

**3. Recruitment and Referral Activities**

a) Hostos staff will assist with recruitment of potential Participants by participating in activities that could include but are not limited to: hosting campus tours, visiting Provider sites to give overview presentations to potential Participants, and attending Provider meetings or similar events to give Training Program overviews. DYCD will work closely with Hostos and Providers to maximize attendance at all recruitment events and schedule activities at times and on dates suitable to Hostos.

**4. Pre-Training Activities**

a) Pre-Training Activities will include the following:
   - Initial Screening and Referral,
   - Assessment and Intake, and
   - Orientation and/or Vestibule.

b) Once a Participant is referred to CUNY, Hostos will deliver Assessment and Intake activities designed to identify the most qualified applicants, screen out ineligible applicants, and maximize overall Training Program outcomes by: selecting the applicants that are most likely to complete the Training Program; and finding applicants who will obtain Training Program-related employment. Tools and methodology must include but are not limited to a written application and interview to determine applicants' understanding of training and job requirements, short- and long-term occupational goals, and ability to commit to the Training Program and outside study.

c) Hostos must submit an assessment plan and materials to DYCD at least two (2) weeks prior to the planned start of Assessment and Intake activities. DYCD must approve the plan and materials before Assessment and Intake activities begin.

d) Following Assessment and Intake, an Orientation and/or Vestibule will be conducted to ensure applicants understand the requirements of the Training Program, the responsibilities of the job, and potential career path, in detail. An Orientation and/or Vestibule outline must be shared with DYCD five (5) days prior to the start of any Orientation and/or Vestibule activities.

e) Only those Participants who receive all Pre-Training Activities to the satisfaction of Hostos are to be enrolled in the Training Program. At the conclusion of each assessment and orientation period, Hostos will communicate to each accepted student's Train & Earn Career Development Connect Provider any identified supportive service needs for that student and together Hostos and Providers will agree on an individualized supportive services action plan.

**5. Training Activities**

a) Hostos will provide a course outline including topics of instruction, number of instructional days and hours per day, dates of tests and quizzes, and other relevant training activities.
b) Hostos will deliver the didactic and internship instruction detailed in Section C below that will prepare Participants to attain the credentials detailed in Section E below. In addition, Hostos will provide the following as needed to ensure Participant success in the Training Program:
   - Academic and Skills Remediation - Any Participant with a failing grade for any major test instrument or who has a failing grade point average will be assisted through tutoring, exercises, provision of test prep materials, and other instructional resources. Participants who self-identify as requiring assistance shall also be remediated.
   - Education Support - Participants demonstrating challenges will be assisted on topics such as setting goals, time management, test anxiety, study strategies, test-taking strategies, and other appropriate topics.
   - Job Readiness - The Hostos Program Liaison will alert DYCD and Providers of Participant needs related to job readiness and job placement assistance so that Providers can provide appropriate support to Participants and Hostos staff. Hostos staff will cover work readiness topics specific to the job being trained for.

**6. Data Collection and Reporting.**

a) Hostos staff will enter into a DYCD database such as Capricorn or successor system: daily attendance information as applicable (including in required internship/externship placements); information on training completion, information on certificates achieved; and information on job placement.
b) Hostos must utilize a sign in sheet for each day of instruction and internship (if applicable) attendance that includes the date, students' name, the name of their Train & Earn Provider, and signature.
c) Hostos will provide attendance information on a daily basis while the training program is running to DYCD and relevant Provider staff.
d) Hostos will provide a written Participant update for each Participant on a weekly basis to DYCD and relevant Provider staff.
e) Hostos will complete and submit the Training Program Dashboard developed by DYCD on a monthly basis when Training Programs are underway and during the 90 day placement period (Exhibit E).
f) Hostos will create a student file for each student containing intake and assessment documents, written classwork, quizzes, tests, copies of certificates earned, updated resumes, job referrals, and documentation of placement.

**7. Substitution Policy.**

If any Participant drops out of a Training Cohort before the first fifteen percent (15%) of course hours have passed, the Colleges may accept a qualified replacement Participant for that Training Program. Any other substitutions require approval by DYCD.

**B. Training Program Sizes and Locations**

During the Term, Hostos will be responsible for providing the following Training Program(s), number of cohorts, and students per cohort and overall. The minimum number of students in each cohort is approximately 75% of the maximum cohort size.

| Training Name | # cohorts | Minimum/maximum # students per cohort | Minimum/maximum total students | Location |
|---|---|---|---|---|
| Patient Care Technician | 1 | 15/18 | 15/18 | Hostos Community College, South Bronx |

**C. Training Lengths**

Hostos will provide the number of hours of instruction, including classroom hours and internship hours, as per the table below and based on certification and employer requirements:

| Training Name | Classroom hours | Internship hours | # weeks |
|---|---|---|---|
| Patient Care Technician | 210 | 30 clinical hours | 14 weeks |

**D. Eligibility.**

Hostos will be responsible for screening potential participants referred to them by OSY Career Development Connect Providers, based on screening guidelines developed and approved by Hostos and DYCD. Interested candidates will be required to meet the following minimum eligibility requirement(s) in order to enroll in the Training Program:

| Training Name | Minimum age | Minimum education | Minimum TABE | Other |
|---|---|---|---|---|
| Patient Care Technician | 18 years | HSD/HSE | 9th grade reading and math | Info session/interview |

**E. Certification and College Credits.**

In addition to providing a certificate of completion to each Participant who successfully completes the Training Program, Hostos will coordinate the registration and testing for professional occupational credentials awarded by industry organizations and the awarding of college credits, if applicable, as per the following:

| Training Name | CUNY Certificate, Professional Certificate(s), College Credits |
|---|---|
| Patient Care Technician | New York State Certified Nursing Assistant Certification (CNA)<br>National Health career Association (NHA) Patient Care Technician (PCT) |

**II. OUTCOMES**

**A. Training Completion.**

Hostos will endeavor to obtain a Training Completion Rate (defined as the number of Participants who complete the Training Program divided by the number of Participants who enrolled in that Training Program) of at least seventy-five percent (75%). Training Completion is further defined as:

- Completing no less than eighty-five percent (85%) of course hours, including internship hours if applicable;
- Receiving at least one certification or industry recognized credentials outlined above in Section 1, paragraph E;
- Having a complete, updated professional resume (paper and electronic), portfolio if applicable, cover letters, and any other necessary documents needed for job search activities; and
- Reporting training completion outcomes to CUNY Central within thirty (30) days of the end of the training program to capture final certifications.

**B. Employment.**

1) Hostos will endeavor that at least seventy-five percent (75%) of Participants that complete each Training Program are placed in a job within ninety (90) days of training completion.

**C. Outcome Data Submission**

1) Evidence of Training Completions and Employment must be submitted to DYCD's Program Manager and Program Director using documents including but not limited to paystubs, training-related certificates, DYCD-approved Participant sign-in sheets and proof of postsecondary school enrollment. Hostos must keep such records on hand for up to six (6) years as they are subject to audit by DYCD and its funders.

**III. DYCD RESPONSIBILITIES**

**A. DYCD Staff** - DYCD will designate a Program Director and a Program Manager whose duties will include collaborating with the Hostos Program Liaison and any other Hostos staff to achieve Program goals and milestones and managing relationships with Train & Earn Career Development Connect providers.

**B. DYCD Activities** – DYCD will perform and/or monitor the following activities to support Hostos and Train & Earn providers in achieving successful outcomes:

1) DYCD will ensure that appropriate Provider staff attend bi-weekly case management meetings at Hostos. These meetings should include but are not limited to updates on Participant progress, identified support service needs, individual Participant meetings with Provider and Hostos staff to work through any issues that arise and potential solutions, classroom observations, and facility tours;
2) Through regular check-ins with Hostos' Program Liaison, provide consistent and clear communication of overall strategy, ensuring that Hostos is aware of roles, responsibilities, and timelines;
3) Work closely with Providers and Hostos on recruitment and program planning so that programs operate in accordance with the mutually established schedule;

4) Ensure daily communication with Providers regarding Participant attendance and progress as needed;
5) Collaborate with Hostos on effective methods to incorporate job readiness within training program(s) as needed;
    a. Supply food vouchers and Metrocards for each day of training and internship as per the course outline supplied by Hostos and contingent on the availability of funds.

Exhibit B - Training Program Budget

Hostos Patient Care Technician

| Description | | Rate | Allocation | | Total |
|---|---|---|---|---|---|
| Development & Oversight of program at Hostos and with outside partners -Exec Dir CE&WD | $ | 128,485 | 2.0% | $ | 2,570 |
| Allied Health Coordinator | $ | 76,000 | 10% | $ | 7,600 |
| Job Developer | $ | 60,000 | 20% | $ | 12,000 |
| Social Worker | $ | 55,000 | 5% | $ | 2,750 |
| | | | | $ | 24,920 |
| **Fringe** | | | **Rate** | | |
| Fringe @ 51% - Release Time | | | 51.0% | $ | 1,311 |
| Fringe @ 37% | | | 35.0% | $ | 7,823 |
| MTA Tax @ 0.34% | | | 0.34% | $ | 85 |
| **Subtotal** | | | | $ | 9,219 |
| **Personnel Total** | | | | $ | **34,139** |
| **II. OTPS** | | **Value** | **Quantity** | | |
| Patient Care Technician Tuition | $ | 2,649.00 | 18 | $ | 47,682 |
| **Tuition Total** | | | | $ | **47,682** |
| Uniforms (average cost across sizes) | $ | 32.99 | 18 | $ | 594 |
| Shoes | $ | 64.99 | 18 | $ | 1,170 |
| Watch | $ | 29.99 | 18 | $ | 540 |
| Training Costs | | | | | |
| Textbooks | $ | 225.00 | 18 | $ | 4,050 |
| Seminar Printing | $ | 40.00 | 18 | $ | 720 |
| Training Supplies | $ | 50.00 | 18 | $ | 900 |
| Test Prep / Review | $ | 50.00 | 60 Hours | $ | 3,000 |
| End of Cohort - food, etc. | $ | 20.00 | 18 | $ | 360 |
| Certification Exams (includes 35% retake) | $ | 325.00 | 18 | $ | 7,898 |
| CPR Instruction + Exam Fee | $ | 65.00 | 18 | $ | 1,170 |
| Medical Supplies | $ | 50.00 | 18 | $ | 900 |
| Office Supplies | | | | $ | 500 |
| **OTPS Total** | | | | $ | **69,484** |
| Total Costs before Indirect | | | | $ | 103,623 |
| Indirect - % of Total Costs | | | 10.00% | $ | 10,362 |
| **Total Cost** | | | | $ | **113,985** |

# EXHIBIT C
## OUT-OF-SCHOOL CUNY OPTION 1 PROGRAM
## Workscope Payment Schedule
## January 1, 2019 - December 31, 2019

| | | |
|---|---|---|
| **Contractor:** | **Hostos Community College** | |
| **Executive Director:** | **Evelyn Fernandez-Ketcham** | **Email Address:** |
| **Telephone:** | | efernandez-ketcham@hostos.cuny.edu |
| **Program Facility Address** | **Prow Building – 560 Exterior Street, Bronx, NY 10451** | |
| **Project Director:** | **Javier Saldana** | **Email Address:** |
| **Telephone:** | | jisaldana@hostos.cuny.edu |

| | |
|---|---|
| TOTAL Program Year Amount = | **$113,985** |

| MOU Milestones - PROGRAM YEAR | | | | | | |
|---|---|---|---|---|---|---|
| **School Training Name** | **Training** | **Budget** | **Service Level** | **Completion Goal** | **Placement Goal** | **Training Unit Cost** |
| Hostos Community College (1 cohort) | PCT | $113,985 | 15 | 11 | 8 | $7,599.00 |

| USDOL/ETA WIOA - Approved Certifications | |
|---|---|
| **Certificate:** | **Issued By:** |
| Certified Nursing Assistant Certification (CNA) | New York State Education Department |
| Patient Care Technician (PCT) | National Health career Association (NHA |
| Certificate of Completion | Hostos Community College |

**EXHIBIT D - DYCD WIOA Train & Earn Career Development Connect Provider List**

| OSY Provider & Borough | Program Facility Address(es) | Occupational Training Sector(s) | Credential(s) |
|---|---|---|---|
| **Cypress Hills Local Development Corporation (Brooklyn)** | 2836 Fulton Street, Bklyn, NY 11208<br>2930 Fulton Street, Bklyn, NY 11208 | Technology<br>Food Service<br>Industrial/Manufacturing | Microsoft Office Specialist (MOS)<br>Food Handlers Certification<br>Comm. Driver's License (CDL) – Class C |
| **United Activities Unlimited (Staten Island)** | 1254 Castleton Avenue<br>Staten Island, NY 10310 | Retail/Customer Service<br>Food Service | NRF Customer Service<br>ServSafe – Food Handler's<br>Microsoft Office Specialist (MOS)<br>Comm. Driver's License (CDL) – Class C |
| **Eckerd Youth Alternatives (Bronx)** | Bronx Comm. College,<br>2155 University Ave., Gould Hall Bronx, NY 10453 | Retail<br>Technology | NRF Customer Service<br>Microsoft Office Specialist (MOS) |
| **Eckerd Youth Alternatives (Queens)** | 31-00 47th Avenue, 2nd floor, Suite 2115<br>Long Island City, NY 11101 | Retail<br>Technology | NRF Customer Service<br>Microsoft Office Specialist (MOS) |
| **Mosholu Montefiore Community Center (Bronx)** | 3512 Dekalb Avenue<br>Bronx, NY 10467 | Food Service<br>Retail, Healthcare<br>Technology<br>Industrial/Manufacturing | ServSafe – Food Handlers<br>NRF Customer Service<br>Microsoft Office Specialist (MOS) |
| **Northern Manhattan Improvement Corporation (Manhattan)** | 45 Wadsworth Avenue<br>New York, NY 10033 | Technology<br>Retail<br>Food Service | ServSafe – Food Handlers<br>NRF Customer Service<br>Microsoft Office Specialist (MOS) |

| | | | |
|---|---|---|---|
| **OBT (Brooklyn - Sunset Park)** | 783 4th Avenue<br>Brooklyn, NY 11215 | Retail<br>Technology | Adobe Certified Associate<br>NRF Customer Service<br>Microsoft Office Specialist (MOS) |
| **OBT (Brooklyn - Bushwick)** | 25 Thornton Street<br>Brooklyn, NY 11206 | Technology<br>Customer Service | Adobe Certified Associate<br>NRF Customer Service<br>Microsoft Office Specialist (MOS) |
| **The Door (Manhattan)** | 121 Avenue of the Americas<br>New York, NY 10013 | Retail<br>Food Service | NRF Customer Service<br>Food Handler's Certification |

Exhibit E - Dashboard

| DYCD/Hostos Train & Earn Patient Care Technician Training Program | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Capricorn Intake ID | Last Name | First Name | Train & Earn CBO | Enrollment Date | Enrollment Status (Enrolled, Withdrew or Dismissed) | Cohort End Date | Months since Training Ended | Internship Placement (N/A or location) | # of Internship Hours | Program Completion Status | Credentials Earned | Placement Status | Notes |