

DYCD BUDGET REVIEW GUIDELINES

| PROGRAMMATIC BUDGET CHECKS | | | |
|----------------------------|---|--|---|
| Unit | Program | Staffing Requirement to be Checked by Budget Team | Subcontracting (optional unless noted as mandatory) |
| SYEP | School Based (Career Ready) | <ul style="list-style-type: none"> - 1 F/T Program Director (501) - 1 F/T Job Developer - 1 F/T Education Coordinator (Education Specialist) - 1 F/T Work Readiness Facilitator (Job Readiness Counselor) - 1 P/T or F/T Seasonal Staff (Summer Staff) | Cannot exceed 30% |
| | General NYCHA, NYCHA MAP (Special Initiatives) (Career First, Map to Success) | <ul style="list-style-type: none"> - 1 F/T Program Director (501) - 1 F/T Job Developer - 1 F/T Education Coordinator (Education Specialist) - 1 P/T or F/T Seasonal Staff (Summer Staff) | Cannot exceed 30% |
| | Vulnerable Youth (Emerging Leaders) | <ul style="list-style-type: none"> - 1 F/T Program Director (501) - 1 F/T Job Developer - 1 F/T Education Coordinator (Education Specialist) - 1 F/T Counselor/Social Worker (Counseling Specialist or any Social Workers title) - 1 P/T or F/T Seasonal Staff (Summer Staff) | Cannot exceed 30% |
| | Community Based - Older Youth | <ul style="list-style-type: none"> - F/T Program Director (501) (for 12 months) - F/T Job Developer (for 6 months) - F/T Education Coordinator (Education Specialist) (for 6 months) - F/T or P/T Seasonal Staff (Summer Staff) | Cannot exceed 30% |
| | Community Based - Younger Youth | <ul style="list-style-type: none"> - F/T Program Director (501) (for 12 months) - F/T Project Developer (Employment/Education Specialist) (for 6 months) - F/T Education Coordinator (Education Specialist) (for 6 months) - F/T or P/T Seasonal Staff (Summer Staff) | Cannot exceed 30% |

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| Unit | Program | Staffing Requirement to be Checked by Budget Team | Subcontracting (optional unless noted as mandatory) |
| SYEP | Ladders for Leaders | <ul style="list-style-type: none"> - Full time Program Director (501) (12 months) - Job Developer (Full-time for 6 months) - Work Readiness Facilitator (Full-time for 6 months) - F/T or P/T Seasonal Staff (Summer Staff) | Cannot exceed 30% |
| | Year Round Sector Focus | <ul style="list-style-type: none"> - Full time Program Director (501) (12 months) - Job Developer (Full-time for 6 months) - Education Coordinator (Education Specialist) (Full-time for 6 months) - Seasonal Staff (Summer Staff) (no information on number of staff required or hours expected) | Cannot exceed 30% |
| | WLG (amendment) | <ul style="list-style-type: none"> - 1 F/T Program Director (501) - 1 F/T Job Developer - 1 F/T Education Coordinator (Education Specialist) - 1 F/T Work Readiness Facilitator (Job Readiness Counselor) | Cannot exceed 30% |
| WIOA | WIOA (ISY) | <ul style="list-style-type: none"> - 1 F/T Program Director (501) - F/T Case Manager (301) <p>Additional WIOA preferred titles that can be on the budget or In-Kind:</p> <ul style="list-style-type: none"> Education Specialist Employment/Education Specialist Job Developer Job Readiness Counselor Program Assistant/Aide Program Coordinator Supervisor Tutor Youth Advocate Youth Counselor Youth Employment Coordinator Youth Worker | Cannot exceed 45% |
| | WORK EXPERIENCE TRACKER IS REQUIRED FOR ALL WIOA CONTRACTS | | |

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| Unit | Program | Staffing Requirement to be Checked by Budget Team | Subcontracting (optional unless noted as mandatory) |
| WIOA | Train & Earn (OSY) | <ul style="list-style-type: none"> - 1 F/T Program Director (501) - 1 F/T Case Manager (301) - 1 F/T Career/Job Development Specialist (Job Developer) - 1 P/T or F/T staff member who would be responsible for ensuring that the administrative and fiscal obligations of the contract are satisfactorily met - 1 P/T or F/T Education Specialist - 1 PT/FT Social Worker (any social work title acceptable) <p>Minimum 20 hours</p> <p>Additional WIOA preferred titles that can be on the budget or In-Kind:</p> <ul style="list-style-type: none"> Accountant/Bookkeeper (703) Administrative Assistance (612) Administrator Case Planner/Worker Coach Counseling Specialist Employment/Education Specialist Instructor Other Support Staff (190) Program Assistant/Aide Program Coordinator Program Director (501) Social Worker, Certified (CSW) (324) Social Worker/ Social Worker Masters Level (325) Teacher | Cannot exceed 45% |
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| Unit | Program | Staffing Requirement to be Checked by Budget Team | Subcontracting (optional unless noted as mandatory) |
| UNITY WORKS | Unity Works | 1 FT Program Director (501) 1 FT Job Developer 1 PT at 50% Administrative Support Staff (Administrative Assistant (612)) For FY23: 4 FT Navigators (Case Planner/Worker) For FY24: 2 FT Navigators (Case Planner/Worker) For FY23: 1 FT Mental Health Counselor (Social Worker/ Social Worker Masters Level (325)) For FY24: No Mental Health Counselor Required (Social Worker/ Social Worker Masters Level (325)) For FY23: 1 FTE Workforce Facilitator (Coordinator) For FY24: No Workforce Facilitator Required (Coordinator) For FY23: 1 Education Specialist Required For FY24: No Ed Specialist Required | |
| ADVANCE & EARN | Advance & Earn | - 1 F/T or P/T Program Director (501) - 1 F/T or P/T Coordinator for Workforce Development (Youth Employment Coordinator) - 1 F/T or P/T Coordinator for Academics (Education Specialist) - 1 F/T or P/T Job Developer/Internship Coordinator (Employment/Education Specialist) - 1 F/T Licensed Clinical Social Worker (LCSW) or Licensed Master Social Worker (LMSW) - 3 F/T Case Manager (301) OR 4 F/T Case Manager (301) - 2 F/T Instructors for Credential Instruction (Facilitator) - 2 F/T instructors for Academic Instruction ((Licensed) Teacher) - 1 P/T or F/T Administrative Specialist (Administrative Assistant 612) | Cannot exceed 45% |
| | Fatherhood | - 1 P/T Program Director (501) - 3 F/T Case Manager (301) - 2 F/T Outreach and Retention Specialists (Resource/Outreach Worker) | Cannot exceed 30% |

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| Unit | Program | Staffing Requirement to be Checked by Budget Team | Subcontracting (optional unless noted as mandatory) |
| COMMUNITY DEVELOPMENT | Immigrant Families | - 1 P/T or F/T Administrator (Program Director (501)) - 1 P/T or F/T Case Manager (301) | Cannot exceed 30% |
| | Immigrant Services: ESOL/Civics | - 1 F/T or P/T Program Director (501) - Instructors | Cannot exceed 30% |
| | Adult Literacy (ABE/HSE) and Adult Literacy (BENL/ESOL)* includes Discretionary if applicable | - 1 F/T or P/T Program Director (501) - Instructors | Cannot exceed 30% |
| | *NO EQUIPMENT PURCHASES | | |
| | | - 1 F/T or P/T Program Director (501) - 1 F/T or P/T Education Specialist or Literacy Coach (Education Specialist) - Instructors | Cannot exceed 30% |
| | NDA Immigrant Services- Application Assistance | No RFP Requirement. Program guidance: - 1 FT Immigration Specialist (Immigration Coordinator) - 1 Attorney/BIA accredited staff - 1 F/T or P/T Program Director (501) | Cannot exceed 30% |
| | NDA Adult Literacy and NDA Immigrant Services (ESOL/Civics) | No RFP Requirement. Program guidance: - 1 F/T or P/T Program Director (501) - Instructors - 1 Counselor - 1 Program Aide (Program Assistant/Aide) | Cannot exceed 30% |
| | Healthy Families | - 1 P/T Program Director (501) - F/T Family Development Coach (Family Worker) (minimum of 2 for contracts at or above \$100,000) | Cannot exceed 30% |
| | Seniors | - 1 P/T Program Director (501) - F/T Family Development Coach (Family Worker) (minimum of 2 for contracts at or above \$100,000) | Cannot exceed 30% |
| | High School | - 1 P/T or F/T Program Director (501) - At least 1 F/T Family Development Coach (Family Worker) - Program recommends at least 1 Instructor | Cannot exceed 30% |

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| Unit | Program | Staffing Requirement to be Checked by Budget Team | Subcontracting (optional unless noted as mandatory) |
| COMMUNITY DEVELOPMENT | Safety and Crime | - 1 F/T Program Assistant/Aide - 1 P/T Program Director (501) | Cannot exceed 30% |
| | Economic Development | - 1 P/T Program Director (501) - 1 F/T Program Assistant/Aide - Instructor | Cannot exceed 30% |
| | Adult Literacy Pilot | | |
| | Adult Literacy Expansion (amendment) | Expansion amendment added 1 PT or FT Counselor | Cannot exceed 30% |
| | Note: any positions that are required that are not on the budget may be funded in-kind as long as it is listed in the comments. | | |
| CORNERSTONE | Cornerstone | - 1 F/T Program Director (501) - 1 Front Desk Coverage Staff (Security (105)) - 1 P/T or F/T Assistant Director - 1 Janitor (Maintenance Custodian) - Minimum of 4 line staff (Instructors, Group Leaders) | Cannot exceed 30% |
| | Cornerstone Case Management (amendment) | 1 Social Worker/Social Worker Masters Level (325) | Cannot exceed 30% |
| BEACON | Beacon | - 1 F/T Program Director (501) - 1 P/T or F/T Outreach Coordinator (Outreach Specialist) - 12 staff minimum (Instructors, Group Leaders) Note: Outreach Coordinator may be filled by another position, for example an Assistant Director. There should be a note on the budget if this is the case. | Cannot exceed 30% |

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| Unit | Program | Staffing Requirement to be Checked by Budget Team | Subcontracting (optional unless noted as mandatory) |
| BEACON/CORNERSTONE | Saturday Night Lights (amendment) | <p>- 1 Program Director (501) - 1 Coach</p> <p>Program Guidance: Line-item budgets should focus on programming costs, including but not limited to: coaches/instructors/direct service staff/mentors (including training/professional development), equipment, educational programming costs, and facility/field and/or space cost.</p> | |
| BEACON/COMPASS | Summer Rising (amendment) | Staffing requirements mirror the contract it's amended to | Follows rule of contract it's amended to |
| COMPASS | COMPASS - ELEM | <p>- 1 F/T Program Director (501): Required for programs with 90 or more slots - 1 F/T or P/T Program Director (501): Required for programs with fewer than 90 slots</p> <p>- Additional Staff to meet Ratio (could include Group Leaders. Instructors and/or Youth Workers, but no specific required roles in RFP)</p> <p>Education Specialist Requirements: - Contracts within certain solicitations require an Education Specialist</p> <p>Note: If the position of Program Director (501) is allowed to be part-time based on # of slots and Ed Specialist is a required role, the Program Director may double as the Educational Specialist</p> | Cannot exceed 30% |

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| COMPASS | COMPASS - SONYC | <ul style="list-style-type: none"> - 1 F/T Program Director (501): Required for programs with 90 or more slots - 1 F/T or P/T Program Director (501): Required for programs with fewer than 90 slots - Additional Staff to meet Ratio 1:15 (could include Group Leaders. Instructors and/or Youth Workers, but no specific required roles in RFP) - 1 Education Specialist <p>Note: If the position of Program Director (501) is allowed to be part time based on # of slots, they may double as the Educational Specialist</p> | Cannot exceed 35% |
| | COMPASS - HIGH | <ul style="list-style-type: none"> - 1 P/T or F/T Program Director (501) - 1 P/T or F/T Counselor Advocate (Counseling Specialist) <p>Note: PD may act as Counselor Advocate in some scenarios. This should be noted on the budget.</p> | Cannot exceed 35% |
| | COMPASS - EXPLORE | <ul style="list-style-type: none"> - 1 P/T or F/T Program Director (501) - Additional Staff to meet Ratio of 1:10 or 1:15 - Group Leaders. Instructors and/ Youth Workers (no roles specified) | Cannot exceed 30% |
| | COMPASS - PILOT | <ul style="list-style-type: none"> - 1 F/T or P/T Program Director (501) | Mandatory, 35-50% of services must be subcontracted |
| | COMPASS - HORIZON | <ul style="list-style-type: none"> - 1 F/T Program Director (501) - 1 P/T or F/T Assistant Program Director - Additional Staff to meet ratio | Mandatory, 35-50% of services must be subcontracted |
| RHY | Street Outreach | <p>At least 2 street outreach workers (Street Worker)</p> <ul style="list-style-type: none"> - One staff member with a degree in social work on staffing pattern (but may not be a social work title if held by someone working in another title) | RFP does not specify a cap, nor does it prohibit subcontracting |

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| RHY | TIL/Crisis | <ul style="list-style-type: none"> - 1 F/T Onsite Supervisor (Supervisor) - 1 F/T Counselor or Case Manager - Program states you should see at least 3 staff minimum given the requirement to have enough staff to cover 24/7 operation | |
| | Drop-in | <ul style="list-style-type: none"> - 1 F/T or P/T Program Director (501) - 1 F/T Outreach Coordinator - P/T or F/T Case Managers and/or Counselors - Program states you should see at least 3 staff minimum given the requirement to have enough staff to cover hours of operation Mental Health Hubs: some programs received additional funds to operate as mental Health Hubs and hire mental health staff, which is baselined funding. The following titles are acceptable to meet the staffing requirement: <ol style="list-style-type: none"> 1.Social Worker, Certified (CSW) (324) 2.Therapist 3.Clinical Practitioner 4. Social Worker/ Social Worker Masters Level (325) | Cannot exceed 35% |
| | RHY YHDP Financial Literacy | 1 Coach Note: This program requires financial counselor component. This may be listed as a coach on a budget OR may be subcontracted. | Cannot exceed 35% |
| | RHY YHDP Peer Navigators | At least 1 Peer Navigator (Peer Specialist (266)) | Cannot exceed 35% |
| STRATEGIC PARTNERSHIPS | MBSK Youth Council | 1 Program Director (501) Instructor | Cannot exceed 35% |
| | CMS Hospital Responder | 1 F/T Program Manager (Program Director (501)) 1 F/T Hospital Responder Supervisor (Supervisor) 3 Hospital Responders (Resource/Outreach Worker) or FTE | |

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| ONS | CMS Public Safety Coalitions | 1 Program Director/Manager ((Program Director (501)) Contracts 300k and under: At least 1 Outreach Worker (Resource/Outreach Worker) Over 300K: 2 or 3 FT Outreach Worker/Violence Interrupter (Resource/Outreach Worker) | |
| | Youth Service Coordination | | 2/3 of direct services will be subcontracted |
| | MAP Mediation | There is no set requirement for specific titles or # of staff, but but the budget should have staff with titles such as facilitator, training instructor, social worker, etc. | |
| | Workforce Development (Green City Force) | | The majority of the budget will subcontracted |
| | Sports and Rec Leagues (includes Sports and Rec, Street Games, Wavy Weekends, VIBE, Majorettes and Teen Centers initiatives) | There is no set requirement for specific titles Common staffing titles for sports components would be Coaches, Facilitators, Group Leaders, Instructors | The majority of the budget will subcontracted. |
| | Rikers Island Mentoring | 1 F/T Program Manager (Program Director (501)) 1 P/T Administrative Assistant (612) 2 FT Site Coordinator (Coordinator) 8 Workshop Facilitators (Facilitator) | |
| | Brownsville Y-Stat | 1 FT Project Manager 1 FT Program Assistant (Program Assistant/Aide) | |
| ONS | Safe in the City Grant | | The majority of the budget will subcontracted. |
| | CMS Legal Services and Support | There is no set requirement for specific titles. Common staffing titles may include Attorneys | |
| | Precision Employment | | The majority of the budget will subcontracted. |
| | Atlas/MAP (UWNYC) | | The majority of the budget will subcontracted. |

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| CROSS AGENCY | YMI Mentoring Initiative (amendment) | <p>1 Program Director (501) or Assistant Program Director or Coordinator</p> <p>Program Guidance: only 20% of budget should be used for staffing. Heavy on OTPS. No equipment purchases.</p> | Follows rule of contract it's amended to |

| UNIVERSAL BUDGET CHECKS APPLIES TO ALL PROGRAM AREAS | |
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| Hourly Employees | |
| NYC minimum hourly wage \$16 | |
| Personal Service Fringe Benefits | |
| Minimum Fringe rate: 8.25% | |
| Maximum Fringe Rate: 35% | |
| If a CBO is utilizing the fiscal agent (YMS) minimum fringe rate 13.25% | |
| MTA Tax exemption letter required if CBO is claiming exemption. | |
| Operations and Support: Incentive Payments/Bonus | |
| Incentive Payments and Client Stipends require a justification and breakdown. | |
| WIOA: Incentive Payments not allowed. For example movie tickets, amusement parks. | |
| Operations and Support: Equipment | |
| WIOA Contracts: Purchases between \$250 to \$5K require a bid. \$5K and above requires state approval. | |
| Equipment Purchases: An itemized list, including no. of units required. | |
| Professional Services | |
| Allocations for Americorps Members must be budgeted to this category. | |
| Rent | |
| Space Cost Allocation plan required. | |
| Starting FY'23 space cost attestation page required. | |
| If any boxes no. 1 to 5 are checked off, CBO must reach out to DYCD's legal department for approval. | |
| A lease, mortgage statement, or month-to-month rental agreement is required. | |
| Rent or mortgage expense greater than the amount stated in the agreement is not allowed. | |
| CBO must indicate "Yes" or "No" on space allocation plan. | |
| If rent expense is not for direct programmatic services, CBO <u>must</u> allocate to indirect costs. <u>Except</u> for CBOs under fiscal agent. | |
| Space Cost Allocation plan must be signed and dated. | |
| The Landlord and Tenant cannot be the same. This is not allowable. | |

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| Consultants |
| Consultant: A consultant is a subject matter expert and does <u>not</u> deal directly with participants. For example curriculum developer. |
| Consultant Agreement modification form required when CBO is adjusting consultant amount. |
| Consultant resume is required for each consultant listed. |
| OTPS Contracted Services: Sub-Contractors |
| Sub-contractor: A sub-contractor provides services directly to participants. For example teaching a music class. |
| For each sub-contractor listed a Board of Directors or resume is required. |
| Sub-contractor modification form required when CBO is adjusting sub-contractor amount. |
| Sub-contractor agreements \$20K and over require PACE approval. |
| All sub-contractor agreements under federal contracts require PACE approval i.e. NDA, WIOA, Literacy, Immigration, Capacity Building. |
| Vendors |
| Vendor: A vendor provides non-programmatic goods or services. For example, payroll services, cleaning and security. |
| Other |
| Any allocation to "Other" requires a description. |
| Unallocated Funds (Always to be marked Uninvoiceable) |
| This category includes allocations for CIP, 4.5% of budget and fiscal agent 3% of budget or \$420 for contracts \$25K and under |
| Consultants and Sub-contractors pending agreements can be budgeted to this category with a description. |
| Rent pending a lease agreement can also be temporarily budgeted to this category. |
| WIOA Incentive Payments must be temporarily allocated to this category pending Program approval. CBO to submit a budget mod. |
| Allowance funding should be reflected in the Unallocated Funds. |
| Indirect Costs |
| All indirect awards must be budgeted to this category. |
| Indirect rate <u>cannot</u> exceed MOCS approved rate. |
| WIOA - CBO to upload a NICRA, LICRA or rate cannot exceed 10%. |

| PASSPort BUDGET CATEGORIES | | |
|----------------------------------|--|--------------------|
| Accounting Costs | Operations and Support | Rate* |
| Allowance | Operations and Support: Client Stipend | Remediation* |
| Analysis* | Operations and Support: Client Transportation | Rent |
| Audit Expense | Operations and Support: Equipment | Salaried Employees |
| Build* | Operations and Support: Incentive Payments/Bonus | Scoping* |
| Construction* | Other | Study* |
| Consultants | OTPS Contracted Services | Task Order* |
| Deliverable* | OTPS Contracted Services: Sub-Contractors | Transportation |
| Design* | Personal Service Fringe Benefits | Unallocated Funds |
| Hourly Employees | Personnel Service Salary* | Utilities |
| Indirect Costs | Phase* | Vendors |
| Legal Costs | Professional Services | Work Order* |
| Milestone* | Program Income* | |
| *CATEGORIES NOT UTILIZED BY DYCD | | |