

DYCD BUDGET REVIEW GUIDELINES

PROGRAMMATIC CHECKS			
Unit	Program	Staffing Requirement to be Checked by Budget Team	Subcontracting (optional unless noted as mandatory)
SYEP	School Based (Career Ready)	1 F/T Program Director 1 F/T Job Developer 1 F/T Education Coordinator 1 F/T Work Readiness Facilitator 1 P/T or F/T Seasonal Staff	Cannot exceed 30%
	General NYCHA, NYCHA MAP (Special Initiatives) (Career First, Map to Success)	1 F/T Program Director 1 F/T Job Developer 1 F/T Education Coordinator 1 P/T or F/T Seasonal Staff	Cannot exceed 30%
	Vulnerable Youth (Emerging Leaders)	1 F/T Program Director 1 F/T Job Developer 1 F/T Education Coordinator 1 F/T Counselor/Social Worker 1 P/T or F/T Seasonal Staff	Cannot exceed 30%
	Community Based - Older Youth	F/T Program Director (for 12 months) F/T Job Developer (for 6 months) F/T Education Coordinator (for 6 months) F/T or P/T Seasonal Staff	Cannot exceed 30%
	Community Based - Younger Youth	F/T Program Director (for 12 months) F/T Project Developer (Employment/Education Specialist) (for 6 months) F/T Education Coordinator (for 6 months) F/T or P/T Seasonal Staff	Cannot exceed 30%

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SYEP	Ladders for Leaders	Full time Program Director (12 months) Job Developer (Full-time for 6 months) Work Readiness Facilitator (Full-time for 6 months) F/T or P/T Seasonal Staff	Cannot exceed 30%
	Year Round Sector Focus	Full time Program Director (12 months) Job Developer (Full-time for 6 months) Education Coordinator (Full-time for 6 months) Seasonal Staff	Cannot exceed 30%
	WLG (amendment)	1 F/T Program Director 1 F/T Job Developer 1 F/T Education Coordinator 1 F/T Work Readiness Facilitator	Cannot exceed 30%
WIOA	Learn & Earn (ISY)	1 F/T Program Director F/T Case Manager	Cannot exceed 45%
	Train & Earn (OSY)	1 F/T Program Director 1 F/T Case Manager 1 F/T Career/Job Development Specialist 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) Minimum 20 hours	Cannot exceed 45%
	Unity Works	1 FT Program Director 1 FT Job Developer 1 PT at 50% Administrative Support Staff For FY24: 2 FT Navigators (Case Planner/Worker)	
	WORK EXPERIENCE TRACKER REQUIRED FOR WIOA CONTRACTS		

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ADVANCE & EARN	Advance & Earn	1 F/T or P/T Program Director 1 F/T or P/T Coordinator for Workforce Development 1 F/T or P/T Coordinator for Academics 1 F/T or P/T Job Developer/Internship Coordinator 1 F/T Licensed Clinical Social Worker (LCSW) or Licensed Master Social Worker (LMSW) 3 F/T Case Manager OR 4 F/T Case Manager 2 F/T Instructors for Credential Instruction 2 F/T instructors for Academic Instruction 1 P/T or F/T Administrative Specialist	Cannot exceed 45%
COMMUNITY DEVELOPMENT	Fatherhood	1 P/T Program Director 3 F/T Case Manager 2 F/T Outreach and Retention Specialists	Cannot exceed 30%
	Immigrant Families	1 P/T or F/T Administrator (Program Director) 1 P/T or F/T Case Manager	Cannot exceed 30%
	Immigrant Services: ESOL/Civics	1 F/T or P/T Program Director Instructors	Cannot exceed 30%
	Adult Literacy (ABE/HSE) and Adult Literacy (BENL/ESOL)	1 F/T or P/T Program Director Instructors PT Program Assistant PT Family Development Coach	Cannot exceed 30%
	*NO EQUIPMENT PURCHASES WITH CDBG FUNDS		
	Adult Literacy (ABE/HSE) and Adult Literacy (BENL/ESOL) Discretionary	1 F/T or P/T Program Director Instructors	Cannot exceed 30%
	Adolescent Literacy	1 F/T or P/T Program Director 1 F/T or P/T Education Specialist or Literacy Coach Instructors/Tutors Digital Navigator Mentors	Cannot exceed 30%
	NDA Immigrant Services- Application Assistance	No RFP Requirement. Program guidance: 1 FT Immigration Specialist 1 Attorney/BIA accredited staff 1 F/T or P/T Program Director	Cannot exceed 30%

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COMMUNITY DEVELOPMENT	NDA Adult Literacy and NDA Immigrant Services (ESOL/Civics)	No RFP Requirement. Program guidance: 1 F/T or P/T Program Director Instructors 1 Counselor 1 Program Aide	Cannot exceed 30%
	Healthy Families	1 P/T Program Director F/T Family Development Coach (minimum of 2 for contracts at or above \$100,000)	Cannot exceed 30%
	Seniors	1 P/T Program Director F/T Family Development Coach (minimum of 2 for contracts at or above \$100,000)	Cannot exceed 30%
	High School	1 P/T or F/T Program Director At least 1 F/T Family Development Coach Program recommends at least 1 Instructor	Cannot exceed 30%
	Safety and Crime	1 F/T Program Assistant/Aide 1 P/T Program Director	Cannot exceed 30%
	Economic Development	1 P/T Program Director 1 F/T Program Assistant/Aide Instructor	Cannot exceed 30%
	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 supporting documentation is provided		
Office of Neighborhood Safety (ONS)	CMS Public Safety Coalitions	1 Program Director Contracts 300k and under: At least 1 Outreach Worker Over 300K: 2 or 3 FT Outreach Worker/Violence Interrupter	
	Youth Service Coordination		2/3 of direct services will be subcontracted
	Mediation	There is no set requirement for specific titles or # of staff, but the budget should have staff with titles such as facilitator, training instructor, social worker, etc.	
	Workforce Development (Green City Force)		100% subcontracted

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Office of Neighborhood Safety (ONS)	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 Director 1 P/T Administrative Assistant 1 FT Site Supervisor 3 FT Workshop Facilitators (Cultural Influencers)	
	Brownsville Y-Stat	1 FT Project Manager 1 FT Program Assistant	
	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	
	Atlas/MAP (UWNYC)		The majority of the budget will subcontracted.
	CMS Cure Violence (Full Catchment)	1 F/T Program Manager 1 F/T Outreach Worker Supervisor 5 F/T Outreach Worker 4 F/T Violence Interrupters (can be part time, need to add up to at least 4 F/T Equivalent) 1 F/T Administrative Assistant 1 F/T Community Coordinator 1 F/T Education and Employment Specialist Credible messenger staff (Outreach Workers and Violence Interrupters), must be paid a minimum annual salary of \$47,600 (or minimum \$22.88 hourly if part-time) Program must provide incentives and must submit plan for approval to ONS before allocating on budget.	

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Office of Neighborhood Safety (ONS)	CMS Cure Violence (Partial Catchment)	<p>1 F/T Program Manager (may be shared with a full catchment)</p> <p>1 F/T Outreach Worker Supervisor</p> <p>2 F/T Outreach Worker</p> <p>3 F/T Violence Interrupters (can be part time, need to add up to at least 3 F/T Equivalent)</p> <p>1 F/T Administrative Assistant</p> <p>1 F/T Community Coordinator</p> <p>Credible messenger staff (Outreach Workers and Violence Interrupters), must be paid a minimum annual salary of \$47,600 (or minimum \$22.88 hourly if part-time).</p> <p>Program must provide incentives and must submit plan for approval to ONS before allocating on budget.</p>	
	CMS Youth Enrichment Services	<p>2 P/T Facilitators*</p> <p>*May be allocated across several programs</p>	
	CMS Community Healing and Wellness	<p>2 Dedicated Staff with clinical or non-clinical experience to work directly with participants (common titles include social workers, counselors)</p>	Note: Budgets will likely include subcontracted or vendor services and may not include dedicated personnel
	CMS Hospital Response (Hospital)	<p>1 F/T Program Director</p> <p>1 F/T Hospital Liaison</p>	
	CMS Hospital Response (CBO)	<p>1 F/T Hospital Responder Supervisor (100% FTE)</p> <p>3 FT Hospital Responders (can be part time, need to add up to at least 3 F/T Equivalent)</p> <p>Credible messenger staff, such as Hospital Responders, must be paid a minimum annual salary of \$47,600 (or minimum \$22.88 hourly if part-time)</p>	
	CMS ACS CMS	<p>3 P/T or F/T Credible Messenger Staff (Outreach Workers/Violence Interrupters)</p> <p>*May be allocated across several budgets</p>	

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Office of Neighborhood Safety (ONS)	CMS Mobile Trauma Unit	1 F/T MTU Coordinator/Grief Counselor 1 F/T Driver (can be part time, but needs to add up to at least 1 F/T Equivalent) May include 1 P/T or F/T Outreach Worker or Violence Interrupter Credible messenger staff (Outreach Workers and Violence Interrupters), must be paid a minimum annual salary of \$47,600 (or minimum \$22.88 hourly if part-time)	
	CMS Professional Mental Health Services	Budgets less than \$250,000 require 1 Counselor Budgets \$250,000 or more require 2 Counselors May hire 1 part-time operations/administrative staff Additional Program Guidance: Counselors should be offered a competitive salary (e.g. ~\$65,000) with benefits.	
	CMS RISE/Domestic Violence	1 Director 1 Program Manager 1 Coordinator 1 Social Worker	
STRATEGIC PARTNERSHIPS	MBSK Youth Council	1 Program Director Instructor	Cannot exceed 35%
CROSS AGENCY	YMI Mentoring Initiative (amendment)	1 Program Director or Assistant Program Director or Coordinator Program Guidance: only 20% of budget should be used for staffing. Heavy on OTPS. No equipment purchases.	Follows rule of contract it's amended to

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CORNERSTONE	Cornerstone	1 F/T Program Director 1 Front Desk Coverage Staff/Security 1 P/T or F/T Assistant Director 1 Janitor Minimum of 4 line staff (Instructors, Group Leaders)	Cannot exceed 30%
	Cornerstone Case Management (amendment)	1 Social Worker	Cannot exceed 30%
BEACON	Beacon	1 F/T Program Director 1 P/T or F/T Outreach Coordinator 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%
BEACON/ CORNERSTONE	Saturday Night Lights (amendment)	1 Program Director 1 Coach 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.	

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COMPASS	COMPASS - ELEMENTARY	<p>1 F/T Program Director: Required for programs with 90 or more slots Programs with fewer than 90 slots may have either a P/T or F/T Program Director</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 Note: If the position of Program Director 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%
	COMPASS - SONYC	<p>1 F/T Program Director: Required for programs with 90 or more slots Programs with fewer than 90 slots may have either a P/T or F/T Program Director</p> <p>Additional Staff to meet Ratio 1:15 (could include Group Leaders. Instructors and/or Youth Workers, but no specific required roles in RFP)</p> <p>1 Education Specialist Note: If the position of Program Director is allowed to be part time based on # of slots, they may double as the Educational Specialist</p>	Cannot exceed 35%
	COMPASS - HIGH	<p>1 P/T or F/T Program Director 1 P/T or F/T Counselor Advocate</p> <p>Note: PD may act as Counselor Advocate in some scenarios. This should be noted on the budget.</p>	Cannot exceed 35%

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COMPASS	COMPASS - EXPLORE	1 P/T or F/T Program Director 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	1 F/T or P/T Program Director	Mandatory, 35-50% of services must be subcontracted
	COMPASS - HORIZON	1 F/T Program Director 1 P/T or F/T Assistant Program Director Additional Staff to meet ratio	Mandatory, 35-50% of services must be subcontracted
	Summer Rising	1 F/T Program Director Additional Staff to meet 1:15 Ratio (could include Group Leaders. Instructors and/or Youth Workers)	
RHY	Street Outreach	At least 2 Street Outreach Workers 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
	TIL/Crisis	1 F/T Onsite 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	RFP does not specify a cap, nor does it prohibit subcontracting

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RHY	Drop-in	<p>1 F/T or P/T Program Director 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</p> <p>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:</p> <p>1.Social Worker, Certified (CSW) (324) 2.Therapist 3.Clinical Practitioner 4. Social Worker/ Social Worker Masters Level (325)</p> <p>The List of contracts and # of required mental health staff is below:</p> <p>9554- 2 9555- 2 9553- 2.5 9565- 1 9558- 2.5 9552- 2 9556- 2</p>	Cannot exceed 35%
	RHY YHDP Financial Literacy	<p>1 Coach</p> <p>Note: This program requires financial counselor component. This may be listed as a coach on a budget OR may be subcontracted.</p>	Cannot exceed 35%
	RHY YHDP Peer Navigators	At least 1 Peer Navigator	Cannot exceed 35%

UNIVERSAL BUDGET CHECKS APPLIES TO ALL PROGRAM AREAS	
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	
Equipment Purchases: An itemized list, including no. of units required.	
WIOA Contracts: Purchases between \$250 to \$5K require a bid. \$5K and above requires state approval.	
ONS: <u>ALL</u> vehicle purchases require prior Agency Approval. Equipment Vehicle Approval Form must be submitted and approved.	
No luxury vehicles are allowed.	
Professional Services	
Allocations for Americorps Members <u>must</u> be budgeted to this category.	
Rent	
Space Cost Allocation plan required.	
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 must allocate to indirect costs. Except 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.	

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.
Indirect Rate
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%.
Allowance Funding
Allowance funding should be reflected in the "Allowance" item category.

Passport Budget Categories		
Accounting Costs	Milestone*	Remediation*
Allowance	Operations and Support	Rent
Analysis*	Operations and Support: Client Stipend	Salaried Employees
Audit Expense	Operations and Support: Client Transportation	Scoping*
Build*	Operations and Support: Equipment	Study*
Construction*	Operations and Support: Incentive Payments/Bonus	Task Order*
Consultants	Other	Transportation
Cost-of-Living Adjustment	OTPS Contracted Services	Unallocated Funds
Deliverable*	OTPS Contracted Services: Sub-contractors	Utilities
Design*	Personal Service Fringe Benefits	Vendors
Equipment	Personnel Service Salary	Work Order*
Hourly Employees	Phase*	
Indirect*	Professional Services	
Indirect Rate	Program Income*	
Legal Costs	Rate*	
Categories NOT Utilized by DYCD*		