

## DYCD BUDGET REVIEW GUIDELINES

WORKFORCE BUDGET REVIEW GUIDELINES			
Unit	Program Area	Budget Requirements for Approval	Subcontracting (optional unless noted as mandatory)
SYEP	School Based (Career Ready)	<ul style="list-style-type: none"> <li>•1 F/T Program Director (501)</li> <li>•1 F/T Job Developer</li> <li>•1 F/T Education Coordinator (Education Specialist)</li> <li>•1 F/T Work Readiness Facilitator (Job Readiness Counselor)</li> <li>•1 P/T or F/T Seasonal Staff (Summer Staff)</li> </ul>	Cannot exceed 30%
	General NYCHA, NYCHA MAP (Special Initiatives) (Career First, Map to Success)	<ul style="list-style-type: none"> <li>•1 F/T Program Director (501)</li> <li>•1 F/T Job Developer</li> <li>•1 F/T Education Coordinator (Education Specialist)</li> <li>•1 P/T or F/T Seasonal Staff (Summer Staff)</li> </ul>	Cannot exceed 30%
	Vulnerable Youth (Emerging Leaders)	<ul style="list-style-type: none"> <li>•1 F/T Program Director (501)</li> <li>•1 F/T Job Developer</li> <li>•1 F/T Education Coordinator (Education Specialist)</li> <li>•1 F/T Counselor/Social Worker (Counseling Specialist or any Social Workers title)</li> <li>•1 P/T or F/T Seasonal Staff (Summer Staff)</li> </ul>	Cannot exceed 30%
	Community Based - Older Youth	<ul style="list-style-type: none"> <li>•F/T Program Director (501) (for 12 months)</li> <li>•F/T Job Developer (for 6 months)</li> <li>• F/T Education Coordinator (Education Specialist) (for 6 months)</li> <li>•F/T or P/T Seasonal Staff (Summer Staff)</li> </ul>	Cannot exceed 30%
	Community Based - Younger Youth	<ul style="list-style-type: none"> <li>•F/T Program Director (501) (for 12 months)</li> <li>•F/T Project Developer (Employment/Education Specialist) (for 6 months)</li> <li>•F/T Education Coordinator (Education Specialist) (for 6 months)</li> <li>•F/T or P/T Seasonal Staff (Summer Staff)</li> </ul>	Cannot exceed 30%
	Ladders for Leaders	<ul style="list-style-type: none"> <li>•Full time Program Director (501) (12 months)</li> <li>•Job Developer (Full-time for 6 months)</li> <li>•Work Readiness Facilitator (Full-time for 6 months)</li> <li>•F/T or P/T Seasonal Staff (Summer Staff)</li> </ul>	Cannot exceed 30%
	Year Round Sector Focus	<ul style="list-style-type: none"> <li>•Full time Program Director (501) (12 months)</li> <li>•Job Developer (Full-time for 6 months)</li> <li>•Education Coordinator (Education Specialist) (Full-time for 6 months)</li> <li>•Seasonal Staff (Summer Staff) (no information on number of staff required or hours expected)</li> </ul>	Cannot exceed 30%

Unit	Program Area	Budget Requirements for Approval	Subcontracting (optional unless noted as mandatory)
	WLG (amendment)	<ul style="list-style-type: none"> <li>•1 F/T Program Director (501)</li> <li>•1 F/T Job Developer</li> <li>•1 F/T Education Coordinator (Education Specialist)</li> <li>•1 F/T Work Readiness Facilitator (Job Readiness Counselor)</li> </ul>	Cannot exceed 30%
WIOA	Learn & Earn (ISY)	<ul style="list-style-type: none"> <li>•1 F/T Program Director (501)</li> <li>•F/T Case Manager (301)</li> </ul> <p>Additional WIOA preferred titles that can be on the budget or In-Kind:</p> <p>Education Specialist</p> <p>Employment/Education Specialist</p> <p>Job Developer</p> <p>Job Readiness Counselor</p> <p>Program Assistant/Aide</p> <p>Program Coordinator</p> <p>Supervisor</p> <p>Tutor</p> <p>Youth Advocate</p> <p>Youth Counselor</p> <p>Youth Employment Coordinator</p> <p>Youth Worker</p> <p>ISY WORK EXPERIENCE TRACKER MUST BE COMPLETED AND ATTACHED - ALLOCATION MUST BE GREATER THAN 30%</p>	Cannot exceed 45%

Work Experience Tracker Required with Learn and Earn & Train and Earn Contracts

Unit	Program Area	Budget Requirements for Approval	Subcontracting (optional unless noted as mandatory)
WIOA	Train & Earn (OSY)	<ul style="list-style-type: none"> <li>•1 F/T Program Director (501)</li> <li>•1 F/T Case Manager (301)</li> <li>•1 F/T Career/Job Development Specialist (Job Developer)</li> <li>•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</li> <li>•1 P/T or F/T Education Specialist</li> <li>•1 PT/FT Social Worker (any social work title acceptable) Minimum 20 hours</li> </ul> <p>Additional WIOA preferred titles that can be on the budget or In-Kind:</p> <ul style="list-style-type: none"> <li>Accountant/Bookkeeper (703)</li> <li>Administrative Assistance (612)</li> <li>Administrator</li> <li>Case Planner/Worker</li> <li>Coach</li> <li>Counseling Specialist</li> <li>Employment/Education Specialist</li> <li>Instructor</li> <li>Other Support Staff (190)</li> <li>Program Assistant/Aide</li> <li>Program Coordinator</li> <li>Social Worker, Certified (CSW) (324) or</li> <li>Social Worker/ Social Worker Masters Level (325)</li> <li>Teacher (Licensed) or Teacher Part Time</li> </ul> <p>OSY WORK EXPERIENCE TRACKER MUST BE COMPLETED AND ATTACHED - ALLOCATION MUST BE GREATER THAN 50%</p>	Cannot exceed 45%
	Unity Works	<p>1 FT Program Director (501)</p> <p>1 FT Job Developer</p> <p>1 PT at 50% Administrative Support Staff (Administrative Assistant (612))</p> <p>For FY23: 4 FT Navigators (Case Planner/Worker)</p> <p>For FY24: 2 FT Navigators (Case Planner/Worker)</p> <p>For FY23: 1 FT Mental Health Counselor (Social Worker/ Social Worker Masters Level (325))</p> <p>For FY24: No Mental Health Counselor Required (Social Worker/ Social Worker Masters Level (325))</p> <p>For FY23: 1 FTE Workforce Facilitator (Coordinator)</p> <p>For FY24: No Workforce Facilitator Required (Coordinator)</p> <p>For FY23: 1 Education Specialist Required</p> <p>For FY24: No Ed Specialist Required</p>	

Work Experience Tracker Required with Learn and Earn & Train and Earn Contracts

Unit	Program Area	Budget Requirements for Approval	Subcontracting (optional unless noted as mandatory)
Advance and Earn	Advance and Earn	<ul style="list-style-type: none"> <li>•1 F/T or P/T Program Director (501)</li> <li>•1 F/T or P/T Coordinator for Workforce Development (Youth Employment Coordinator)</li> <li>•1 F/T or P/T Coordinator for Academics (Education Specialist)</li> <li>•1 F/T or P/T Job Developer/Internship Coordinator (Employment/Education Specialist)</li> <li>•1 F/T Licensed Clinical Social Worker (LCSW) or Licensed Master Social Worker (LMSW)</li> <li>•3 F/T Case Manager (301) OR 4 F/T Case Manager (301)</li> <li>•2 F/T Instructors for Credential Instruction (Facilitator)</li> <li>•2 F/T instructors for Academic Instruction ((Licensed) Teacher)</li> <li>•1 P/T or F/T Administrative Specialist (Administrative Assistant 612)</li> </ul>	Cannot exceed 45%

Community Development	COMMUNITY DEVELOPMENT BUDGET REVIEW GUIDELINES		
	Program Area	Budget Requirements for Approval	Subcontracting (optional unless noted as mandatory)
	Fatherhood	<ul style="list-style-type: none"> <li>•1 P/T Program Director (501)</li> <li>•3 F/T Case Manager (301)</li> <li>•2 F/T Outreach and Retention Specialists (Resource/Outreach Worker)</li> </ul>	Cannot exceed 30%
	Immigrant Families	<ul style="list-style-type: none"> <li>•1 P/T or F/T Administrator (Program Director (501))</li> <li>•1 P/T or F/T Case Manager (301)</li> </ul>	Cannot exceed 30%
	Immigrant Services: ESOL/Civics	<ul style="list-style-type: none"> <li>•1 F/T or P/T Program Director (501)</li> <li>•Instructors</li> </ul>	Cannot exceed 30%
	Adult Literacy (ABE/HSE) and Adult Literacy (BENL/ESOL) *includes Discretionary if applicable	<ul style="list-style-type: none"> <li>•1 F/T or P/T Program Director (501)</li> <li>•Instructors</li> </ul>	Cannot exceed 30%
	Adolescent Literacy	<ul style="list-style-type: none"> <li>•1 F/T or P/T Program Director (501)</li> <li>•1 F/T or P/T Education Specialist or Literacy Coach (Education Specialist)</li> <li>•Instructors</li> </ul>	Cannot exceed 30%
	NDA Immigrant Services- Application Assistance	No RFP Requirement. Program guidance: <ul style="list-style-type: none"> <li>• 1 FT Immigration Specialist (Immigration Coordinator)</li> <li>• 1 Attorney/BIA accredited staff</li> <li>•1 F/T or P/T Program Director (501)</li> </ul>	Cannot exceed 30%
	NDA Adult Literacy and NDA Immigrant Services (ESOL/Civics)	No RFP Requirement. Program guidance: <ul style="list-style-type: none"> <li>•1 F/T or P/T Program Director (501)</li> <li>•Instructors</li> <li>•1 Counselor</li> <li>•1 Program Aide (Program Assistant/Aide)</li> </ul>	Cannot exceed 30%

Unit	Program Area	Budget Requirements for Approval	Subcontracting (optional unless noted as mandatory)
	Healthy Families	<ul style="list-style-type: none"> <li>• 1 P/T Program Director (501)</li> <li>• F/T Family Development Coach (Family Worker) (minimum of 2 for contracts at or above \$100,000)</li> </ul>	Cannot exceed 30%
	Seniors	<ul style="list-style-type: none"> <li>• 1 P/T Program Director (501)</li> <li>• F/T Family Development Coach (Family Worker) (minimum of 2 for contracts at or above \$100,000)</li> </ul>	Cannot exceed 30%
	High School	<ul style="list-style-type: none"> <li>• 1 P/T or F/T Program Director (501)</li> <li>• At least 1 F/T Family Development Coach (Family Worker)</li> <li>• Program recommends at least 1 Instructor</li> </ul>	Cannot exceed 30%
	Safety and Crime	<ul style="list-style-type: none"> <li>• 1 F/T Program Assistant/Aide</li> <li>• 1 P/T Program Director (501)</li> </ul>	Cannot exceed 30%
	Economic Development	<ul style="list-style-type: none"> <li>• 1 P/T Program Director (501)</li> <li>• 1 F/T Program Assistant/Aide</li> <li>• Instructor</li> </ul>	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		

YOUTH SERVICES BUDGET REVIEW GUIDELINES			
Unit	Program Area	Budget Requirements for Approval	Subcontracting (optional unless noted as mandatory)
CORNERSTONE	Cornerstone	<ul style="list-style-type: none"> <li>• 1 F/T Program Director (501)</li> <li>• 1 Front Desk Coverage Staff (Security (105))</li> <li>• 1 P/T or F/T Assistant Director</li> <li>• 1 Janitor (Maintenance Custodian)</li> <li>• Minimum of 4 line staff (Instructors, Group Leaders)</li> </ul>	Cannot exceed 30%
	Cornerstone Case Management (amendment)	1 Social Worker/Social Worker Masters Level (325) 1 Navigator (Outreach Specialist) 1 Peer Support Leader (Peer Specialist (266))	Cannot exceed 30%
BEACON	Beacon	<ul style="list-style-type: none"> <li>• 1 F/T Program Director (501)</li> <li>• 1 P/T or F/T Outreach Coordinator (Outreach Specialist)</li> <li>• 12 staff minimum (Instructors, Group Leaders)</li> </ul> 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/ COMPASS	Summer Rising (amendment)	Staffing requirements mirror the contract it's amended to	Follows rule of contract it's amended to

Unit	Program Area	Budget Requirements for Approval	Subcontracting (optional unless noted as mandatory)
BEACON/CORNERSTONE	Saturday Night Lights (amendment)	<ul style="list-style-type: none"> <li>•1 Program Director (501)</li> <li>•1 Coach</li> </ul> <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>	
COMPASS	COMPASS - ELEM	<ul style="list-style-type: none"> <li>•1 F/T Program Director (501): Required for programs with 90 or more slots</li> <li>•1 F/T or P/T Program Director (501): Required for programs with fewer than 90 slots</li> <li>•Additional Staff to meet Ratio (could include Group Leaders. Instructors and/or Youth Workers, but no specific required roles in RFP)</li> </ul> <p><u>Education Specialist Requirements:</u></p> <ul style="list-style-type: none"> <li>• Contracts within certain solicitations require an Education Specialist</li> </ul> <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%
	COMPASS - SONYC	<ul style="list-style-type: none"> <li>•1 F/T Program Director (501): Required for programs with 90 or more slots</li> <li>•1 F/T or P/T Program Director (501): Required for programs with fewer than 90 slots</li> <li>•Additional Staff to meet Ratio 1:15 (could include Group Leaders. Instructors and/or Youth Workers, but no specific required roles in RFP)</li> <li>•1 Education Specialist</li> </ul> <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"> <li>•1 P/T or F/T Program Director (501)</li> <li>•1 P/T or F/T Counselor Advocate (Counseling Specialist)</li> </ul> <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"> <li>•1 P/T or F/T Program Director (501)</li> <li>•Additional Staff to meet Ratio of 1:10 or 1:15 - Group Leaders. Instructors and/ Youth Workers (no roles specified)</li> </ul>	Cannot exceed 30%

Unit	Program Area	Budget Requirements for Approval	Subcontracting (optional unless noted as mandatory)
	COMPASS - PILOT	<ul style="list-style-type: none"> <li>• 1 F/T or P/T Program Director (501)</li> </ul>	Mandatory, 35-50% of services must be subcontracted
	COMPASS - HORIZON	<ul style="list-style-type: none"> <li>• 1 F/T Program Director (501)</li> <li>• 1 P/T or F/T Assistant Program Director</li> <li>• Additional Staff to meet ratio</li> </ul>	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"> <li>• 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)</li> </ul>	RFP does not specify a cap, nor does it prohibit subcontracting
	TIL/Crisis	<ul style="list-style-type: none"> <li>• 1 F/T Onsite Supervisor (Supervisor)</li> <li>• 1 F/T Counselor or Case Manager</li> <li>• Program states you should see at least 3 staff minimum given the requirement to have enough staff to cover 24/7 operation</li> </ul>	Cannot exceed 35%
	Drop-in	<ul style="list-style-type: none"> <li>• 1 F/T or P/T Program Director (501)</li> <li>• 1 F/T Outreach Coordinator</li> <li>• P/T or F/T Case Managers and/or Counselors</li> <li>• Program states you should see at least 3 staff minimum given the requirement to have enough staff to cover hours of operation</li> </ul> <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> <ol style="list-style-type: none"> <li>1. Social Worker, Certified (CSW) (324)</li> <li>2. Therapist</li> <li>3. Clinical Practitioner</li> <li>4. Social Worker/ Social Worker Masters Level (325)</li> </ol> <p>The list of contracts and # of required mental health staff is below:</p> <p>9554- Cardinal McCloskey – 2  9555- Project Hospitality – 2  9553- Sheltering Arms Jamaica – 2.5  9565- Sheltering Arms Far Rockaway – 1  9558- The Door – 2.5  9552- Ali Forney – 2  9556- Safe Horizon -2</p>	Cannot exceed 35%
	RHY YHDP Financial Literacy	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%

Unit	Program Area	Budget Requirements for Approval	Subcontracting (optional unless noted as mandatory)
STRATEGIC PARTNERSHIPS	MBSK Youth Council	1 Program Director (501) Instructor	Cannot exceed 35%
CROSS AGENCY	YMI Mentoring Initiative (amendment)	1 Program Director (501) or Assistant Program Director or Coordinator  Program Guidance: only 10% of budget should be used for staffing	Follow rule of contract it's amended to



## UNIVERSAL BUDGET CHECKS (APPLIES TO ALL PROGRAM AREAS)

### PERSONNEL SERVICES TAB

Salaried annual hours 1,820 - 2,087

NYC minimum hourly wage \$15

### FRINGE BENEFITS

Minimum Fringe rate: 7.99% (**7.65%** FICA and **.34%** MTA Tax)

Maximum Fringe Rate: 35%

If a CBO is utilizing the fiscal agent (YMS) minimum fringe rate 12.99% (7.65% FICA, .34% MTA Tax, 5% Unemployment Insurance)

MTA Tax exemption letter required if CBO is claiming exemption.

### OPERATIONS & SUPPORT TAB

Incentive Payments and Client Stipends require a justification and breakdown.

WIOA: Incentive Payments requires program approval - Funds will be placed in Unallocated tab until Program approves

Equipment Purchases: An itemized list, including number of units required.

### EQUIPMENT PURCHASES

WIOA Contracts: Purchases between \$250 to \$5K require a bid

### PROFESSIONAL SERVICES TAB

Allocations for Americorps Members must be budgeted to this category.

Any allocation to "Other" requires a description.

### RENT TAB

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 **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.

### CONTRACTED SERVICES

**Consultant:** A consultant is a subject matter expert and does not deal directly with participants. For example curriculum developer.

Consultant Agreement modification form required when CBO is adjusting consultant amount.

Consultant resume required for each consultant listed.

**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 <b>\$20K</b> and over require PACE approval.
<b>All</b> sub-contractor agreements under federal contracts require PACE approval i.e. NDA, WIOA, Literacy, Immigration, Capacity Building.
<b>Vendor:</b> A vendor provides non-programmatic goods or services. For example, payroll services, cleaning and security.
<b>UNALLOCATED FUNDS</b>
This category includes allocations for CIP, 4.5% of budget and fiscal agent 3% of budget or \$420 for budgets \$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 to be temporarily budgeted to Unallocated Funds until Program approval
<b>INDIRECT RATE</b>
<b>All indirect awards must be budgeted to this category.</b>
Indirect rate <b>cannot</b> exceed MOCS approved rate.
<b>WIOA - CBO to upload a NICRA or LICRA or cannot exceed 10%.</b>