

**Manhattanville in West Harlem Implementation Plan Report  
October 16, 2017 Submission**

**Declaration Reference and Key Data**

Obligation Section Number: **5.07(c)(xxi)**

Obligation Title: **Workforce Training Program**

Obligation Page Number: **57**

Obligation Trigger: **Acquisition by ESD or CU of all Initial Stage 1 Condemnation Parcel(s)**

Obligation Start Date: **March 12, 2012**

Obligation End Date:

Obligation Status: **In Progress**

**Obligation**

*Workforce Training Program.* Commencing with the acquisition by ESD or CU of all Initial Stage 1 Condemnation Parcels, CU shall provide up to \$750,000 to fund and support the design, development and implementation of industry response (skills-based) education and workforce development training. Materials to be developed shall include competency based curriculum, assessment strategies, recommendations for textbooks, instructional aides, delivery strategies and include implementation training for service providers.

**Evidence of Compliance**

1. Annual report
2. Link to Request for Proposals for Workforce & Career Development Programs for Youth

Columbia University's Implementation Plan and all supporting documentation are made available on the Community Services Webpage at <http://manhattanville.columbia.edu/community/benefits-and-amenities>.

**Manhattanville in West Harlem Implementation Plan Report**  
**October 16, 2017 Submission**

**EOC Checklist for Obligation 5.07(c)(xxi):**

Please check to verify EOC items submitted for review.

- 1. Annual report
- 2. Link to Request for Proposals for Workforce & Career Development Programs for Youth

**Monitor's Notes / Comments:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Status:**

Please check to indicate the status of Obligation 5.07(c)(xxi):

- In Compliance
- In Progress
- Not In Compliance
- Not Triggered

## **Annual Report: Workforce Training Program**

As part of the initial design and development phase of this commitment, Columbia University (CU), at the request of the West Harlem Development Corporation (WHDC), conducted various focus groups to determine the best way to develop and implement an “industry response” (skills-based) education and workforce development training platform.

A report was provided to the WHDC reviewing details from the focus groups and providing recommendations for next steps. The WHDC used this data in the development of its own job skills training center and to issue a workforce and economic development request for proposal (RFP). West Harlem Development Corporation (WHDC) partnered in September 2016 with West Harlem Group Assistance to establish the West Harlem Skills Training Center to assist West Harlem residents with job placement and training. More than 35 out of the 105 enrollees have been placed in jobs to date. WHDC is a member of Pathways-to-Apprenticeship (P2A) initiated by Local 79 Laborers Union. P2A has received a direct-entry status into the union. This will help WHDC to steer local residents into good jobs in the unions.

In 2017/2018 WHDC will be partnering with other non-profit skills training providers in the West Harlem community to deliver joint programming.

Columbia issued a RFP on September 14, 2017 to eligible not-for-profit organizations to support and maintain impact driven education and workforce development training programs for disconnected and at-risk youth in Northern Manhattan. Disconnected and at-risk youth, as defined in the RFP, are 16-24 year olds who have not completed high school nor obtained a high school diploma or GED (TASC) equivalent degree. As of 2014, there were an estimated 5.5 million young people in the U.S. ages 16-24 who were not employed or in school. The special circumstances of these individuals may be those transitioning from welfare to work, with special needs, veterans, and/or formerly incarcerated. Proposal submissions are due in November 2017.

 **COLUMBIA UNIVERSITY**  
Office of Government and Community Affairs

**REQUEST FOR PROPOSALS (RFP)**  
**WORKFORCE & CAREER DEVELOPMENT PROGRAMS FOR YOUTH**

**Release Date of RFP:** **Thursday, September 14, 2017**

**Deadline for Submissions:** **Thursday, November 16, 2017** by 5:00 p.m. *(Any changes or clarifications to a proposal submission must be in written form and received by this date)*

**Submission of Final Proposal via Mail or Online:**

**Via Mail:**  
The Office of Government and Community Affairs  
Attn: RFP  
309 Low Library  
535 West 116<sup>th</sup> Street  
MC4319  
New York, New York 10027

**or**

**Upload Documents:**  
[gca.columbia.edu/RFP](http://gca.columbia.edu/RFP)

**For Questions about the RFP:**

Contact us at: (212)854-5710  
**or**  
email [communityaffairs@columbia.edu](mailto:communityaffairs@columbia.edu)  
**with "RFP" in the subject line**



# COLUMBIA UNIVERSITY

## Office of Government and Community Affairs

### OVERVIEW

Columbia University, through The Office of Government and Community Affairs, is requesting proposals from eligible not-for-profit organizations to support and maintain impact driven education and workforce development training programs for disconnected and at-risk youth in Northern Manhattan\*. Disconnected and at-risk youth, as defined for this RFP, are 16-24 year olds who have not completed high school nor obtained a high school diploma or GED (TASC) equivalent degree. As of 2014, there were an estimated 5.5 million young people in the U.S. ages 16-24 who were not employed or in school (*U.S. Department of Education*). The special circumstances of these individuals may be those transitioning from welfare to work, with special needs, veterans, and/or formerly incarcerated.

The organizations submitting proposals must demonstrate a track record of service and collaboration with the community residents, service providers and local employers in Northern Manhattan Community Districts 9, 10 and 12. For the purposes of this RFP **Northern Manhattan** is defined by the following zip codes: 10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033, 10034, 10035, 10037, 10039, 10040, 10451, 10454, 10455 and 10474.

### GRANT AWARDS

For this pilot grant, Columbia anticipates up to a total amount of \$75,000 shall be awarded to one or more eligible and qualified organizations.

### PERIOD OF PERFORMANCE

The performance period for selected grantees will be 12-24 months depending on the proposal submission. The period of performance will commence on the date of execution for the grant agreement. Grant renewals will be made at Columbia's discretion and will depend upon a range of factors, including but not limited to, grantee performance and availability of funds.

### SCOPE OF SERVICES

Columbia University seeks to invest in effective and innovative workforce development programs run by eligible and qualified nonprofit organizations. The proposal submissions should clearly define how the grant award will support the applicant organization's ability to increase the workforce preparedness, career awareness, education and/or skills attainment, workforce participation and job retention of at-risk and disconnected youth in northern Manhattan. The proposed programs and initiatives should include outcomes such as competency based curriculum, assessment strategies, recommendations for instructional aides and

materials, delivery strategies and include implementation training for service providers.

To achieve these goals, Columbia seeks proposals that incorporate any/or all of the following programmatic characteristics:

1. **School to Career** – Proposed initiatives should help young people make the connection between education and a successful career. Youth must be encouraged to remain in secondary school and graduate, or, if they left school before completion, to obtain a high school equivalency diploma (TASC). All youth should be encouraged to pursue post-secondary education and/or training. Proposed programs should reflect employer input in the design and vocational training content of their programs and should enlist employers to expose youth to their businesses and related career opportunities. By thus involving the employers, programs will create an iterative learning environment in which academic and employment skills are interwoven.
2. **Employment Opportunities and Partnerships** – Programs should identify and engage employment sectors that offer strong opportunities for young adults, namely, high-growth sectors with a variety of entry-level positions and the potential for career progression. Based on research and labor market analysis, target sectors could include the health, retail and customer service, construction, and hospitality and tourism; although it also recognizes that other employment niches in local communities may offer similarly strong opportunities. In addition, Columbia encourages the creation of partnerships among training providers, schools, and businesses to address the workforce needs of employers and deliver the desired outcomes for this population.
3. **Youth Development** – Initiatives that reflect a strong point of service methodology and recognized youth development principles that emphasize the cognitive, social, and behavioral competencies that help youth succeed as adults. Effective programs adopt an asset-based approach, in which services are personalized and focus on developing individual strengths and interests. In keeping with these principles, programs must also promote positive relationships among adult staff and youth participants and provide the support and follow-up services needed to address the range of individual challenges participants confront.
4. **Comprehensive Services** – The most successful programs include the full range of supportive services in-house and/or facilitate seamless access to other appropriately qualified providers.

### ELIGIBILITY CRITERIA

All applying organizations must:

- Be nonprofits with a valid tax exemption status under Section 501(c)(3) of the Internal Revenue Code and be classified as a public charity and not as a "private foundation" under Section 509(a).
- Have a demonstrated local presence in and/or provide services in any or all of the designated northern Manhattan zip codes (as defined in this RFP) of New York City.
- Have a demonstrated capacity in delivering quality youth development and/or workforce training programs, including the ability to track program impact.
- If submitting a collaborative program proposal, identify a lead applicant that will serve as the fiduciary agent and point of contact for the grant. Collaborative program proposals must submit a Memorandum Understanding (MOU) signed by all nonprofit organizations connected to the proposals.
- Possess the ability to perform the requested services. Consideration shall be given to such matters as the organization's record of past performance, evidence of expertise and integrity.
- *Columbia reserves the right to request additional information and make further inquiries as deemed necessary to determine the ability of the organization to provide the required services.*

### PROPOSAL CONTENT AND FORMAT

Please follow these guidelines for your proposal submission

#### **Formatting Requirements**

Proposal submissions must be formatted in adherence to these requirements:

- 12-point font
- Normal margins (top 1"; bottom 1"; left 1"; right 1")
- Double-spaced
- Numbered – bottom of page
- Single- sided on 8.5x11" paper

**NOTE: The uploaded proposal submissions must be submitted as *one* PDF document.**

**Content Requirements:**

Proposals submitted in response to this RFP must include all of the information noted below and be submitted in this order:

*Section 1 – Cover Page (1 page limit)*

---

Must include the following information:

- Full name of applicant organization and, if appropriate, co-applicants
- How long the organization has been in existence
- Address of lead applicant
- Total Amount requested
- Name and title of designated lead point of contact

*Section 2 – Organizational Summary (2 page limit)*

---

- Description of the lead applicant’s organizational history and experience in developing and providing workforce development programs and services. Please include:
  - Number of residents recruited
  - Number of residents trained in your workforce readiness curriculum
  - Number of residents placed into employment
- Description of the organization’s current services to disconnected youth, as defined by this proposal (include length of time and history working with this population)
- Description of the organization’s current services, particularly with respect to workforce development, to the residents of Northern Manhattan (include zip codes, direct services provided and outcomes)
- Organizational chart and brief biographical information on key personnel



*Section 3 – Program Narrative (5 page limit)*

---

This narrative of your proposal defines the project scope of this submission and includes the following:

- Project goal and objectives
- Types of services to be provided
- Proposed period of performance and projected outcomes, including direct service impact and elements such as: competency based curriculum, assessment strategies, recommendations for instructional aides and materials, delivery strategies and implementation training for service providers
- Targeted communities and/or neighborhoods for the proposed project
- Process for tracking data of participant level and progress
- Description of how the program will be implemented, including requirements and process for enrollment
- Partner accountability - community partnerships including the role of each partner
- Organizational chart for the proposed services and program – include lead applicant, all core partners, and key staff to support the services funded through this grant. This includes all relevant leadership, program, administrative, and advisory positions within each entity and/or organization.
- Staffing plan – list all key staff supporting this project, include: name(s), title(s), and a description of role/responsibilities

*Section 4 – Budget and Budget Narrative (3 page limit)*

---

This section must include a detailed line item budget ([please see the attached PROJECT BUDGET FORM](#)) and a budget narrative (no more than 2 pages) that includes:

- A complete description of costs associated with each line item in sufficient detail to justify the total cost.
- A budget that is justified and reasonable given the scope of work.

 **COLUMBIA UNIVERSITY**  
Office of Government and Community Affairs

- If the organization currently provides workforce development training, a description of how the organization intends to use Columbia funding toward programmatic depth and growth.
- Any additional leveraged funds towards this proposed program; include the source and a short description of how funds will be utilized as a part of this grant.

*Section 5 – Required/Appropriate Supplemental Documents (no page limit)*

---

Please include the following materials with your proposal submission:

- 501(c)(3) Tax exempt letter from the IRS and Federal Tax identification number
- Total organizational budget
- Total youth services budget (ONLY if you are a multiservice organization)
- Total workforce services budget (ONLY if you are a multiservice organization)
- Most recent audited financial statements or review report from a certified public accountant
- If applicable, partner letters of support and/or MOUs
- List of institutional funders of the organization
- List of board of directors

**SELECTION CRITERIA**

Proposals will be reviewed and evaluated with strong consideration of the following:

- A program narrative that provides a clear description of the proposed use of the grant award along with a compelling summary for the need and potential impact.
- The level of impact and benefits to at-risk and disconnected youth residing in Northern Manhattan. Applicant organization would be able to track and record the name, address, direct services provided and outcomes for residents.
- A detailed and justified budget and budget summary



COLUMBIA UNIVERSITY  
Office of Government and Community Affairs

- Programs and initiatives that ensure strong links between education, training and the job market
- A clear indication of program staff in place to effectively manage the point of service with youth participants.
- The use of comprehensive support services and prioritizing case management
- The adept use of the best practices in youth development approaches
- How the program will offer opportunities to learn about and experience a diverse spectrum of jobs
- The provisions in place to support after job or education placement
- The potential to form cohorts of peers working towards similar goals

**KEY DATES**

<b>Release date of RFP:</b>	<b>Thursday, September 14, 2017</b>
<b>Deadline for proposal submissions:</b>	<b>Thursday, November 16, 2017 by 5:00 p.m.</b> <i>(Any changes or clarifications to a proposal submission must be in written form and received by this date)</i>
<b>Notification of grant awards</b>	<b>On or about Friday, January 19, 2018</b>
<b>Estimated project start date:</b>	<b>Monday, February 12, 2018</b>

Name	Organization	Email
	*	
	1199 SEIU Training & Education Fund	
	Achievement Initiative CU School of Social Work	
	Adults and Children in Trust (A.C.T) - Children's Quest Aid Fund for Families	
	Adults and Children in Trust (A.C.T) - High School Internship Program	
	America SCORES New York	
	ARC Foundation	
	Artistic Noise	
	Artistic Noise	
	Arts & Minds	
	Behind the Book	
	Bloomington School of Music	
	Boys and Girls Club	
	Broadway Community, Inc.	
	Broadway Mall Association	
	Broadway Mall Association	
	Broadway Presbyterian Church Nursery School	
	Cases	
	Cathedral Community Cares	
	Cathedral Community Cares	
	CC-FY??	
	CB9	
	CB9	
	CB9	
	CB10	
	CB10	
	Central Harlem Senior Citizen's Center (Harlem Honey & Bears)	
	Children's Village	
	Citizens Against Recidivism	
	City College Continuing Education/BOS Development	
	City College	
	Columbia Tennis Development Program	
	Community Education Council	
	Community Impact	
	Community Impact	
	Correctional Association of NY	
	Dances For a Variable Population	
	Doing Art Together, Inc.	
	Ecumenical Community Development Organization	
	Empowerment Zone	
	Figure Skating in Harlem, Inc.	
	Fortune Society	
	Friends of the Children New York	
	Friends of Island Academy	
	Friends of Island Academy	
	Gems Girls	
	Goddard Riverside Community Center	
	Graham Windham/ Harlem Beacon Center - Family Enrichment Program	
	Graham Windham	
	Green City Force	
	Harlem Academy	
	Harlem Arts Festival	
	Harlem Business Alliance	
	Harlem Commonwealth Council Inc.	
	Harlem Community Development Corporation	
	Harlem Lacrosse	
	Harlem Educational Activities Fund, Inc. (H.E.A.F.)	
	Harlem Educational Activities Fund, Inc. (H.E.A.F.)	
	Harlem Lacrosse	
	Harlem Park-to-Park	
	Harlem Renaissance Economic Development Corp.	
	Harlem School of the Arts	
	Harlem Stage (Aaron Davis Hall, Inc.)	
	Harlem Stage (Aaron Davis Hall, Inc.)	
	Haynes Venture Group	
	Heritage Heights Village	
	HYPOTHEKids	
	InVentEd	
	Isaac Center	
	Jobs First NYC	

[REDACTED]	Legal Outreach, Inc. - Summer Law Institute	[REDACTED]
[REDACTED]	Lifeforce in Later Years, Inc. (L.i.L.Y.)	[REDACTED]
[REDACTED]	Mandala Cafe	[REDACTED]
[REDACTED]	Mission Society – Minisink Township	[REDACTED]
[REDACTED]	Morningside Retirement and Health Services	[REDACTED]
[REDACTED]	New Common Party	[REDACTED]
[REDACTED]	New York Women's Chamber of Commerce	[REDACTED]
[REDACTED]	NYC HHC Harlem Hospital	[REDACTED]
[REDACTED]	NYC Mission Society – Operation SNUG	[REDACTED]
[REDACTED]	New York Urban League	[REDACTED]
[REDACTED]	New York Urban League	[REDACTED]
[REDACTED]	Our Children's Foundation	[REDACTED]
[REDACTED]	PA'LANTE Harlem	[REDACTED]
[REDACTED]	Partnership for NYC	[REDACTED]
[REDACTED]	Phelps Stokes Digital Media Training Program	[REDACTED]
[REDACTED]	Project Brownstone	[REDACTED]
[REDACTED]	PS 75 Parent Teacher Association	[REDACTED]
[REDACTED]	Purple Circle Day Care Center, I.N.C.	[REDACTED]
[REDACTED]	Purple Circle Day Care Center, I.N.C.	[REDACTED]
[REDACTED]	Rev. Linnette C. Williamson Memorial Park Assoc.: Arts & Gardens Summer Youth Program	[REDACTED]
[REDACTED]	Riverbank State Park	[REDACTED]
[REDACTED]	Riverside Church Youth Ministries	[REDACTED]
[REDACTED]	Riverside Language Program	[REDACTED]
[REDACTED]	Samaritan Daytop Village, Inc.	[REDACTED]
[REDACTED]	Samaritan Daytop Village, Inc.	[REDACTED]
[REDACTED]	Service Program for Older people, Inc. (SPOP)	[REDACTED]
[REDACTED]	Silicon Harlem	[REDACTED]
[REDACTED]	SNACK & Friends, Inc.	[REDACTED]
[REDACTED]	SNACK & Friends, Inc.	[REDACTED]
[REDACTED]	SoHarlem, Inc.	[REDACTED]
[REDACTED]	St. Mary Episcopal Church Soup Kithcen & Food Pantry	[REDACTED]
[REDACTED]	St. Mary Episcopal Church Soup Kithcen & Food Pantry	[REDACTED]
[REDACTED]	StreetSquash, Inc.	[REDACTED]
[REDACTED]	StreetSquash, Inc.	[REDACTED]
[REDACTED]	Strive International	[REDACTED]
[REDACTED]	TC School Partnership Consortium	[REDACTED]
[REDACTED]	The Ali Forney Center	[REDACTED]
[REDACTED]	The Brotherhood/Sister Sol	[REDACTED]
[REDACTED]	The Chamber Music Center of New York	[REDACTED]
[REDACTED]	The Children's Learning Center at Morningside Heights	[REDACTED]
[REDACTED]	The Family Annex	[REDACTED]
[REDACTED]	The Harlem Chamber Players, Inc.	[REDACTED]
[REDACTED]	The Morningside Players	[REDACTED]
[REDACTED]	The Osbourne Foundation	[REDACTED]
[REDACTED]	The Reading Team	[REDACTED]
[REDACTED]	The Red Ballon Day Care Center, Inc.	[REDACTED]
[REDACTED]	The Relief Boutique	[REDACTED]
[REDACTED]	The Ricardo O' Gorman Garden and Center for Resources in the Humanities	[REDACTED]
[REDACTED]	Top Honors, Inc.	[REDACTED]
[REDACTED]	Transitioning Into Society	[REDACTED]
[REDACTED]	Upper Manhattan Empowerment Zone	[REDACTED]
[REDACTED]	Uptown Inner-City League	[REDACTED]
[REDACTED]	Wendy Hilliard Foundation	[REDACTED]
[REDACTED]	West Harlem Environmental Action, Inc. (WEACT)	[REDACTED]
[REDACTED]	West Harlem Environmental Action, Inc. (WEACT)	[REDACTED]
[REDACTED]	West Side Campaign Against Hunger	[REDACTED]
[REDACTED]	West Side Campaign Against Hunger	[REDACTED]
[REDACTED]	While We Are Still Here	[REDACTED]
[REDACTED]	YAI	[REDACTED]
[REDACTED]	YAI	[REDACTED]
[REDACTED]	YWCA of the City of New York	[REDACTED]
[REDACTED]		
[REDACTED]	WHDC	[REDACTED]
[REDACTED]	Congressman Adriano Espaillat	[REDACTED]
[REDACTED]	NY State Senator Bill Perkins	[REDACTED]
[REDACTED]	NY State Senator Brian Benjamin	[REDACTED]
[REDACTED]	NY State Assemblymember Carmen de la Rosa	[REDACTED]
[REDACTED]	NY State Assemblymember Danny O'Donnell	[REDACTED]
[REDACTED]	Manhattan Borough President Gale Brewer	[REDACTED]
[REDACTED]	NY State Assemblymember Inez Dickens	[REDACTED]
[REDACTED]	Congressman Jerrold Nadler	[REDACTED]

[REDACTED]	NY State Senator Marisol Alcantara	
[REDACTED]	NYC Councilmember Mark Levine	
[REDACTED]	NYC Councilmember Melissa Mark-Viverito	
[REDACTED]	NYC Councilmember Ydanis Rodriguez	
[REDACTED]	Community Board 9	[REDACTED]
[REDACTED]	Community Board 9	[REDACTED]
[REDACTED]	Community Board 9	[REDACTED]
[REDACTED]	Community Board 10	[REDACTED]
[REDACTED]	Community Board 10	[REDACTED]
[REDACTED]	Community Board 12	[REDACTED]
[REDACTED]	Community Board 12	[REDACTED]
[REDACTED]	Community Board 12	[REDACTED]



Dear Provider:

We invite you to submit a proposal in response to a **RFP for Career and Workforce Training Programs for Youth** accessed via <https://gca.columbia.edu/rfp>. Columbia University, through The Office of Government and Community Affairs, is requesting proposals from eligible not-for-profit organizations to support and maintain impact driven education and workforce development training programs for disconnected and at-risk youth in Northern Manhattan. Disconnected and at-risk youth, as defined for this RFP, are 16-24 year olds who have not completed high school nor obtained a high school diploma or GED (TASC) equivalent degree. The special circumstances of these individuals may be those transitioning from welfare to work, with special needs, veterans, and/or formerly incarcerated. Priority will be given to proposal submissions that demonstrate a track record of working in collaboration with community residents, service providers and local employers.

The proposal submissions in response to this RFP are due on **Thursday, November 16, 2017 by 5:00 pm**. For further details, please go to <https://gca.columbia.edu/rfp>.

Sincerely,

The Office of Government and Community Affairs



 **COLUMBIA UNIVERSITY**  
IN THE CITY OF NEW YORK  
Office of Government and Community Affairs

Dear XXXXXXX:

We are forwarding this to your attention as an FYI for your community and distribution among relevant organizations.

We invite you to submit a proposal in response to a **RFP for Career and Workforce Training Programs for Youth** accessed via <https://gca.columbia.edu/rfp>. Columbia University, through The Office of Government and Community Affairs, is requesting proposals from eligible not-for-profit organizations to support and maintain impact driven education and workforce development training programs for disconnected and at-risk youth in Northern Manhattan. Disconnected and at-risk youth, as defined for this RFP, are 16-24 year olds who have not completed high school nor obtained a high school diploma or GED (TASC) equivalent degree. The special circumstances of these individuals may be those transitioning from welfare to work, with special needs, veterans, and/or formerly incarcerated. Priority will be given to proposal submissions that demonstrate a track record of working in collaboration with community residents, service providers and local employers.

The proposal submissions in response to this RFP are due on **Thursday, November 16, 2017 by 5:00 pm**. For further details, please go to <https://gca.columbia.edu/rfp>.

Sincerely,

Shaba R. Keys  
Associate Vice President – Government & Community Affairs  
[Sk3785@columbia.edu](mailto:Sk3785@columbia.edu)  
The Office of Government and Community Affairs

## Workforce Training Program

### Link to Request for Proposals for Workforce & Career Development Programs for Youth

<https://gca.columbia.edu/content/request-proposals>

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK



About Us **What We Do** ▾ Manhattanville Resources ▾ Events News

Home **What We Do** Request For Proposals

# Request For Proposals

## Workforce & Career Development Programs for Youth

Columbia University, through The Office of Government and Community Affairs, is requesting proposals from eligible not-for-profit organizations to support and maintain impact driven education and workforce development training programs for disconnected and at-risk youth in Northern Manhattan\*. Disconnected and at-risk youth, as defined for this RFP, are 16-24 year olds who have not completed high school nor obtained a high school diploma or GED (TASC) equivalent degree. As of 2014, there were an estimated 5.5 million young people in the U.S. ages 16-24 who were not employed or in school (U.S. Department of Education). The special circumstances of these individuals may be those transitioning from welfare to work, with special needs, veterans, and/or formerly incarcerated.

The organizations submitting proposals must demonstrate a track record of service and collaboration with the community residents, service providers and local employers in northern Manhattan Community Districts 9, 10 and 12. For the purposes of this RFP **Northern Manhattan** is defined by the following zip codes: 10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033, 10034, 10035, 10037, 10039, 10040, 10451, 10454, 10455 and 10474.

### Grant Awards

For this pilot grant, Columbia anticipates up to a total amount of \$75,000 shall be awarded to one or more eligible and qualified organizations.

### Period of Performance



#### RFP Information

##### Documents

PDF version of RFP  
Budget Attachment

##### How To Apply

###### Online

Please combine all documents into one compiled PDF and submit [via this form](#) - note, a Google account is required for submission but it does not have to be affiliated with your organization.

###### Mall

The Office of Government and Community Affairs  
Attn: RFP  
309 Low Library  
535 West 116th Street  
MC4319  
New York, New York 10027

##### Key Dates

- Release date of RFP - September 14, 2017
- Deadline for proposal submissions - Thursday, November 16, 2017 by 5:00 p.m. (Any changes or clarifications to a proposal submission must be in written form and received by this date)
- Notification of grant awards - On or About Friday, January 19, 2018
- Estimated project start date - Monday, February 12, 2018

##### Questions?