

**Manhattanville in West Harlem Implementation Plan Report
October 16, 2023 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 Compliance**

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. Copy of contract with selected provider

Columbia University's Implementation Plan and all supporting documentation are made available on the Columbia Neighbors Webpage at <https://neighbors.columbia.edu/content/community-commitments>.

Annual Report: Workforce Training Program

State Submission Annual Reporting Period: October 2022 - September 2023

Executive Summary

Columbia University, via the Office of Government and Community Affairs (GCA), issued a Request for Proposals (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.

A grant in the amount of \$75,000 was awarded to Friends of Island Academy (FOIA) in April 2018. This grant, approved by the proposal review committee for a period of one year, was awarded to support capacity building of Friends of Island Academy's youth-centered career readiness programming of the Youth Reentry Network. In April 2019, the decision was made to renew the grant to Friends of Island Academy for one additional year and another payment of \$75,000 was awarded in June 2019. The decision to renew the grant was based on the FOIA's success with meeting the objectives set forth in the initial RFP response. In July 2020, GCA made the decision to renew the grant for a third year of funding in the amount of \$75,000. In March 2021, Friends of Island Academy changed its name to Youth Justice Network (YJN). In June 2021, the organization reapplied for another year of workforce funding. In September 2021, funding was renewed for the fourth year in the amount of \$75,000. In November 2022, funding was renewed for the fifth year in the amount of \$75,000.

Other Workforce Training Programs

In Spring 2020, GCA partnered with campus and community entities to run cohorts of two different programs aimed and providing workforce training opportunities for community members. These programs have continued as workforce grantees during the current reporting period as they have been added to the Office of Government and Community Affairs' portfolio of workforce programs:

a) Entrepreneurial Design Thinking: a free eight-week course teaching participants how to do basic market research and design a business venture that solves a community problem. At the end of the eight weeks, teams have the opportunity to make pitches for cash awards that go towards the startup of their business ventures. This program was originally awarded a grant of \$25,000 and facilitated in collaboration with the Columbia Business School and the Department of Probation. Outreach efforts were made to allow for participation from GCA's workforce grantee YJN.

During the reporting period, the EDT was on hold due to funding concerns. GCA is hopeful to continue EDT programming in the Fall of 2023.

b) User Research Lab Fellowship (UxR): a free month-long fellowship for justice involved young adults that trains participants in design, development, and project management and coding skills. UxR was awarded an initial workforce grant of \$30,000 and was a collaboration between GCA and the School of Social Work with direct outreach/recruitment from workforce grantee YJN's career center. The program shifted to remote instruction due to the pandemic, which led to a successful spring 2020 cohort. The same structure was used to run cohorts in spring 2021 and late spring 2022. During the reporting period, there was no UxR cohorts run due to the program being put on pause by the Columbia University School of Social Work due to staffing concerns.

Workforce Training Program Payments To Date

Organization	Payment Date	Amount Awarded
Friends of Island Academy	Apr-18	\$75,000
Friends of Island Academy	Jun-19	\$75,000
Friends of Island Academy	Jul-20	\$75,000
Entrepreneurial Design Thinking	Feb-20	\$25,000
User Research Lab Fellowship (UxR)	Feb-20	\$30,000
User Research Lab Fellowship (UxR)	Mar-21	\$30,000
Entrepreneurial Design Thinking	Aug-21	\$40,000

Youth Justice Network (formerly Friends of Island Academy)	Sep-21	\$75,000
Entrepreneurial Design Thinking	Sep-21	\$32,500
Entrepreneurial Design Thinking	Feb-22	\$53,000
User Research Lab Fellowship (UxR)	Mar-22	\$30,000
Youth Justice Network (formerly Friends of Island Academy)	Nov-22	\$75,000
TOTAL TO DATE:		\$615,500

Youth Justice Network Report (October 2022 - September 2023)			
Outcome Indicators	All participants	Local participants	Local %
Youth engaged	275	93	34%
Enrolled in job readiness workshop	53	15	28%
Completed job readiness workshop	51	15	29%
Placed in employment (total)	48	14	29%
Placed in subsidized, transitional employment (aka internships)*	0	0	0%
Placed in unsubsidized employment	48	14	29%

* YJN No longer offers subsidized employment due to funding cuts.

Additional Supporting Documentation

- Youth Justice Network Grantee Report submitted Sept 28, 2023



Office of Government and Community Affairs

Friends Of Island Academy

Amount Funded: \$75,000

Purpose: Capacity building for youth-centered career readiness programming of the Youth Re-entry Network

Have there been any changes to your organization's IRS 501©(3) not-for-profit status since your request for this grant? No, our 501(c)3 status remains the same.

Grantee Report: *(Please provide information as requested below in the respective categories)*

Date of submission: September 28, 2023

Grant Reporting Period: October 1,2022-September 30, 2023

Program Description

Youth Justice Network's Career Services Center is once again thriving with Columbia University's partnership. Funding over the past year allowed us to recruit and hire a dedicated Job Developer who has significantly expanded our capacity. As a direct result, YJN has significantly expanded our work with young people, ages 16-24 in upper and northern Manhattan supporting their goals to advance in work, career and to feel optimism for their futures.

All of YJN's Career Center participants are young people who are either recently released from Rikers Island and returned home to communities in NYC, young people on Probation or Parole, and/or others whose lives have intersected with the justice system.

Program Participation and Duration

Youth Justice Network's collaboration with Columbia University began in February 2018 with a grant from Columbia to support capacity building for our youth-centered career readiness programs. That first grant enabled us to strengthen and build upon our Youth Reentry Network – a 4-year NYC Demonstration Pilot which created a system of post-release support services for young people, ages 16 to 21, admitted to custody on Rikers. Specifically, Columbia's seed grant helped fund the planning, curriculum development, and initial hiring for our newly created Career Services Center, launched in May 2018, and has continued to play a critical role in supporting innovation and nimbleness in the years since.

YJN was founded as Friends of Island Academy in 1990 on the school floors of Rikers Island – within the alternative high school known then as Island Academy – to build on young peoples’ potential and address recidivism rates and disproportionate confinement of thousands of youth of color cycling through Rikers Island. Since our inception, we have built on the first moments of custody to forge relationships with youth and support them throughout their period of incarceration and after their release. Our core services have broadened over time, but our mission has remained unchanged.

Youth Justice Network’s program model, developed over 33 years of working with young people impacted by the justice system, is founded on personal connection, long term engagement and supports, and respect for youth agency and voice. YJN staff meet young people while they are in custody, build relationships there and then connect with them post-release to support their return to the community. The relationships we establish with youth while they are in custody have been critical to our ability to engage with them after release.

Innovation and nimbleness, enabled in part by Columbia’s support, have been essential to our ability to navigate and stay the course through external instability due to both significant (and positive) criminal justice reforms and the impact of the pandemic. In 2018, New York State passed Raise the Age legislation which moved 16- and 17-year-old youth off of Rikers Island and into juvenile detention facilities. The following year, the legislature enacted a Bail Reform law which, though partially rolled back, has further reduced the number of young adults on the Island. While the reforms were long overdue, they required a shift in approach to advocacy within custodial facilities, the courts and in the community. As the population of young adults on Rikers has decreased, the complexity of the charges and personal circumstances of those who remain in custody is more pronounced.

Then, in February 2020 as the pandemic gathered force, the Department of Correction shut down access to Rikers Island for service providers and that remained the situation for over 18 months. The same was true in the secure juvenile detention facilities.

YJN adjusted our advocacy to respond to the changing conditions on the Island and in the community. We focused on providing emergency assistance for our youth members, many of whom had lost their jobs or been cut off from their means of support. Some were living in shelters or were otherwise housing-insecure. Isolated and without financial resources, many were suffering from depression and other mental health issues. Our Advocates and Career Center staff focused on reaching out to our youth members, connecting them to resources, buying them groceries and other necessities when they and their families were out of money, and organizing online trainings and gatherings for which young people could earn stipends and stay connected. In our employment work, responding to the cues from young people, we shifted towards a more individualized model, conducting job readiness, job coaching, and follow-up to be a lifeline to young people.

In December 2021, YJN successfully launched its mobile outreach and career center, Shifting Gears™. Shifting Gears™ was created as an innovative, inclusive, neighborhood-based response to address the immediate and long-term needs of youth and families impacted by Covid-19. A mobile outreach sprinter van, Shifting Gears drives deep into the neighborhoods where young

people are most policed, most jailed, and most in need of opportunities to grow, thrive, and lead. Critically, those neighborhoods include the key areas for which we are funded by our Columbia grant. By doing so, we promote and sustain income stability among justice-involved young people by bringing jobs and educational resources, mental health support, court advocacy, and a network of experienced advocates and credible messengers directly into a young person's neighborhood.

Since its launch, Shifting Gears™ has transformed from a fledgling idea into a street-level operation with capacity to catalyze positive youth development, promote healing, and offer a direct solution to community violence. From its start-up phase, Shifting Gears™ has developed an integrated system of follow-up for NYC's most vulnerable youth. Our team acts as first responders, meeting young people on the streets of their own communities. Once tapped, youth are plugged into a pipeline of support led by our borough teams, who provide tools for each young person to build healthy, productive futures. The bus has emerged as a powerful approach to engage young people and promote their positive growth. Our goal is to establish an appropriately staffed fleet that will scale meaningful engagement across five boroughs.

In July 2022, Shifting Gears™ was the feature of a news segment with [Pix 11 News](#), where Shifting Gears™ staff, youth, and neighborhood residents were interviewed about the bus's impact in the community. [REDACTED], a 21-year-old Bronx resident who met with Youth Mentors on the bus that day, said: "To be very honest with you, if I didn't see people that actually look like me, resembled me, I probably would have just kept walking...they're making me believe, change my mindset, be different."

In 2022, we received private funds to purchase a second bus in order to expand and deepen our community presence. That December Lester Holt spotlighted the initiative on [NBC Nightly News](#).

[Program Location\(s\)](#)

Youth Justice Network's Career Center is based in our new central office location on the fourth floor of 63 W. 125th St. New York, NY 10027. We hold our job readiness workshops at YJN's Bronx Office, 424 East 147th Street, Bronx, NY 10455. YJN also has a borough hub based in Brooklyn (25 Chapel Street).

Goals and Outcomes

Career Readiness Program Updates (October 1, 2022 – September 28, 2023)

Objective	Total	Total Identified Zip Codes
150 youth will engage with Shifting Gears™/Career Services over the course of 12 months	275	93
90 youth enrolled in Job Readiness workshop	53	15
80 youth completed Job Readiness workshop	51	15
60 youth placed into employment, subsidized or unsubsidized	48	14
40 youth will be placed in non-subsidized jobs with minimum retention goal of 90 days	52	12

Identified Zip Codes: 10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033, 10034, 10035, 10037, 10039, 10040, 10451, 10454, 10455, 10474

Narrative Information

Should be detailed and please address:

- *The effectiveness of your activities, what you have learned and your plans going forward*
- *Any challenges your organization faced when implementing these activities and how they were resolved or attempted to be resolved*
- *Any unexpected results, positive or negative*
- *Any organizational achievements and setbacks, and or significant board and/or staff changes*
- *Background on any new staffing for the program (Please attach bios/resume for any major staffing additions)*

Narrative Information

The year 2020 was a critical juncture for Youth Justice Network. COVID was ravaging both our staff and the young people we served. The Mayor's Office of Criminal Justice cuts resulted in a loss of 80% of the funding for our Career Center. We moved from our long time offices on 127th St. to a smaller but more youth-friendly space on 125th St. And, finally, we changed our name from Friends of Island Academy to Youth Justice Network. Columbia University's partnership played a key role in allowing us to remain steadily focused on the young people we served, on providing tangible supports, and on giving them a lifeline to work and a career.

Youth Justice Network is grateful to Columbia University's Office of Government and Community Affairs for their support of our Career Center over the past five years. YJN's Career Center builds young people's capacity to find, keep, and thrive in fulfilling work and careers. We are pleased to share with you our updates for the 2022-2023 grant year.

Key highlights include:

Reorganization and Strengthening of our Career Services Team

In FY2021, the Mayor's Office of Contract Services (MOCJ) ended its "Jails to Jobs" Initiative, which provided a group of organizations with dedicated funding for career and employment programming to serve individuals coming home from jail and prison. In its place, MOCJ funded a "Post-Incarceration and Community Based Services" initiative which included funds to support some but not all of the Career Services work we had carried out under the Jails to Jobs initiative.

Over the course of the subsequent year, YJN downsized our Career Center team from eight members to three and refocused our employment work to meet the needs of our youth members struggling with the impact of the ongoing pandemic. We shifted from a group-oriented focus to more individualized supports and training and moved some of the responsibilities for recruitment and follow-up to our Youth Advocacy team. In January 2023, our long-time Career Services Director left and we were able, with the support of our Columbia grant, to hire a new Job Developer, [REDACTED]. Born and raised in Harlem, [REDACTED] has experience working with in-custody educational programs. She engages easily and naturally with young people and has brought a lot of positive energy to the team. In September 2023, we promoted [REDACTED], an original member of the Career Center, to Director. The team has already reorganized its responsibilities and begun to design new approaches to its work.

Partnerships

During this grant year, our Career Team has nurtured and strengthened two key partnerships: with the Second Stage Theater and with the Horticultural Society.

YJN's partnership with Second Stage Theater began two years ago during the run-up to their award winning production of *Clyde's*. As part of that collaboration, Two of YJN's youth members worked as apprentices throughout the play's run. The following June, Second Stage, in collaboration with Youth Justice Network, launched a series of initiatives to provide opportunities for "justice-system impacted youth", including a Fair Chance Job Fair, paid apprenticeships with Second Stage Theater, a live simulcast of *Clyde's* at Rikers Island, and weekly talkbacks and discussions after performances.

In April of this year, our Career Services team partnered with Second Stage Theater/Helen Hayes Theater to host a second job fair. Our team of advocates accompanied young people to the fair for networking and on-site interviews. Immediate job opportunities included positions as ushers, crew workers, carpentry and set-up and breakdown, costume/wardrobe apprentices, and front of theater ticketing. Three YJN youth members were hired as apprentices at Helen Hayes.

The Horticultural Society is another important partner. "The Hort", as they are known, ran therapeutic gardening programs on Rikers Island for many years. They have also operated workforce development programs for justice-impacted individuals in the community. The Hort has hired seven of our youth members during the past year. Because of their knowledge of Rikers Island and their long-standing partnership with Youth Justice Network, they know how to work with justice-involved youth and will reach out to our team if there are problems. Perhaps just as

importantly, the work young people do at the Hort gets them out into the community, teaches them new skills, and offers opportunities for advancement.

These partnerships, along with others, have reinforced for us the value of relationship building in our career work. The partnerships have increased the kinds of opportunities we can offer young people, opened up new career pathways for them, and offered us an opportunity to educate people in the community about the potential of the young people we serve.

Strong Job Retention

- 76% (52/68) of the young people we placed in employment since January 1, 2022 achieved a 90 day retention goal.
- 83% (35/42) of those we placed during this grant year achieved 90 days on the job. (Note: six of this year's placements were hired too late to achieve the 90 day outcome, so we removed them from the denominator.)

Our strong retention numbers are testimony to the strength of our reorganization of the Career Center, a focus on follow-up once people are placed, and a renewed commitment to data collection and data entry. Our new Job Developer, hired with Columbia funds, was key to this effort.

We believe another key factor in our strong retention numbers are the attention we have paid to building partnerships with employers who understand our goals, have a commitment to the young people we serve, and offer employment with genuine pathways to advancement.

Shifting Gears

We began Shifting Gears two years ago with high hopes. And, indeed, when our van pulls up and parks in the neighborhood, it causes a stir. Young people with arrest records come over to find out what we can offer them. Mothers and grandmothers stop by to talk about their children and grandkids and ask how we can help them. People ask if we can help their brothers or sisters or friends. Many of the young people come in and say they need a job; others want to get their GED. They may stay and play a video game or two on the system we have set up in the van. That gives us an opportunity to talk with them and find out what's on their minds. Our staff are young people from the community themselves, so they connect easily and can often open up deeper conversations. We ask people if they would like to follow up, maybe by meeting us in the van again or coming by one of our offices. They often say yes.

Initially, we found follow-up to be a challenge. People gave us phone numbers that were no longer working, or they didn't pick up when we called; we were, after all, an unknown quantity. We found also that we had to build an infrastructure to make our follow-up work – to figure out who was responsible to make those follow-up calls and to document them. It might take five phone calls to get through to someone. At first, we weren't as ready internally for start-up as we were externally, to ensure that available internal services like the career center or arts therapy were made available in real time when the moment to intervene was catalyzed on the street.

We have worked steadily at this process of building infrastructure, assigning responsibilities, following up – and over time we are seeing an upward trend; more of the people we meet on the bus are finding their way to our offices, are meeting with our Career Team, or enrolling in our

GED program. In fact, two young people we met on the Shifting Gears van recently got their GEDs.

We are on 125th St. in Harlem once a week and on 149th St. in the Bronx once a week. As time goes by, more and more folks in the neighborhoods know us and trust us.

Short Term Trainings

Since the start of the pandemic, we have offered a regular slate of short-term trainings. They typically meet once a week, offer incentives for attendance and participation, introduce youth members to new ideas, and build skills and knowledge in areas that they are interested in. Perhaps most importantly, they bring young people into our space and into conversations about their identity and their future, and in the process build connections and community.

This past year, for example, we offered a six week Entrepreneurship training for young people interested in starting their own businesses. A number of youth members were developing their own brands in fashion or health care products. The workshop walked them through setting up a website, understanding systems of pricing and payment, dealing with the tax requirements, and more.

This past year we also offered a photography program through a community partner, Lens on Life. The program, which is described in [REDACTED]'s story (below), taught participants photography skills, brought them to sites all around the city, and opened up possibilities for careers and for artistic pursuits.

New Directions: Breaking Down Silos

Like many nonprofits, YJN struggles with silos in our work. We offer career and employment training, GED classes, arts programs, short term trainings, but they may not seem well coordinated to the young people we serve, who come through our doors with multiple needs and desires. They tell us they really need a job but they don't have a high school diploma. At the same time, they're interested in art, in fashion, in music. Some express a desire to start their own businesses. However, many have difficulty setting a direction and maintaining focus. The situation cries out for a holistic approach.

To meet this need our Career Team has been collaborating with our Education and Arts Directors to design a collaborative program – YJN CARE for Youth (Career Arts Recreation and Education for Youth). The program is designed for our Youth Members to strengthen their literacy and numeracy skills, prepare for the GED exam, practice job readiness skills, explore their creative talents, and develop mental and physical wellness habits. Participants will earn stipends for attendance and participation. A nine week program, YJN CARE will kick off in October; it's an exciting and creative step towards forward for our team.

New Board Member

Youth Justice Network is proud to welcome [REDACTED] to our Board of Directors. A retired civil litigator, she is Head of Financial Innovation at Better. She brings enthusiasm, experience, and knowledge to our Board. We are excited to have her.

Selection of YJN to Robin Hood’s GRIT program

This year, Youth Justice Network was selected for the Robin Hood Foundation’s GRIT Program. Grant Readiness and Insights Training (GRIT) is a cohort-based program that provides training and support for talented executives from the social service nonprofit sector to qualify for and secure funding from foundations in the metro-New York City area. Initially funded by Bloomberg Philanthropies in 2016, the goal of the program is to teach leaders how to obtain support from results-driven, evidence-based funders like Robin Hood. This was an exciting and informative experience for our Executive Director and other members of our leadership team. Our selection was an indication of YJN’s growth and development.



█████ first connected with YJN through our mobile outreach bus, [Shifting Gears](#), in the Bronx. At this time, he was dealing with poverty, trauma, and challenges in his neighborhood. He immediately showed enthusiasm for our programs and became a consistent presence at our arts workshops, career services, and GED classes.

Showing a clear passion for arts and photography, █████ was committed to growing these skills with support from our resources and staff. For eight months, he received comprehensive photography training from our neighborhood partner Lens on Life. They introduced him to professional photographers in the field, as well as assisted him with building a working portfolio. At the end of his training, █████’s photos were featured alongside other youth artists in a photo exhibit called, “[One Lens: Our New York](#).”

1. █████ before his first day of work at the U.N.

While █████ planned next steps for his photography career, he was invited to work a paid summer internship with YJN as a Community Organizer. For five weeks, he rode with the Shifting Gears bus and canvassed throughout NYC to spread awareness about the [NYC Bail Settlement](#). He empowered people in his community to claim the money they are owed through this historic class action lawsuit, and his efforts put thousands of dollars into the hands of eligible class members.

As a result of his hard work, dedication, and professional acumen, █████ was recently hired as a press photographer for the United Nations. He made this networking connection during a field trip to the U.N. with Lens on Life. In this new role, he has the opportunity to take photos of world leaders and renowned experts while documenting this year’s Sustainable Development Goals Summit. █████ hopes to continue this exciting work, and in the words of one of his mentors, “is determined to break the cycle and write his own narrative moving forward.”

██████████ We first met ██████████ when he was 18 on Rikers Island. After returning to his community, ██████████ was struggling to plan out his next steps post-release. His Youth Advocate connected him with YJN's Education Center, where he worked on passing the GED exam. While he steadily attended classes with us, he began meeting with our Career Services team. He signed up for our Job Readiness workshops and became a consistent presence at our hubs.

Through hard work and commitment, ██████████ attained his High School Equivalency diploma. His goal then became reaching financial independence and finding rewarding, engaging work. He started an internship with a local animal groomer, connecting with his love for animals. At the internship's end, ██████████ realized it hadn't been a fit and decided to explore other fields of work. With support from YJN's Career Services, he began a temporary position as a Green Open Space Gardener in the horticulture industry. After several months of dedicated work for his landscape design employer, ██████████ was offered a full-time position and accepted!

Renewal Request of \$75,000

Please provide details on the intended goals and outcomes for the next round of funding and how it will be used toward the program, including:

- *Plans for any changes to the program caused by the COVID-19 Pandemic*
 - *Please provide specific details regarding changes to any program budget.*
- *How your program can support the reentry efforts at Manhattanville and Grant Houses and surrounding community*
- *How your program can integrate more fully with Columbia Office of Government and Community Affairs' Workforce Initiatives (Entrepreneurial Design Thinking, User Research Lab Fellowship)*

This coming year, 2023-2024, is another important juncture for Youth Justice Network. Coming out of the pandemic, we have a smaller, but deeply committed staff with a mighty heartbeat. Our team is creative and deeply rooted in the community. We have developed important employer partnerships and built momentum for the future with the hiring of a new Job Developer with funds from Columbia.

We've built strong relationships with Columbia's Office of Government and Community Affairs but also with the Center for Justice and hope to work this coming year with the Community Advisory Council and the Community Network. Our Career Services team and the organization generally has served the West Harlem Community and youth from Manhattanville and Grant Houses for years. Our Shifting Gears van will continue to park in Harlem at least once a week and is available to participate in events organized by the Community Affairs team at Columbia. Our Youth Advocacy team is also ideally suited, by virtue of our proximity and close relationships with Columbia, to support justice-involved youth who participate in the Office of Government Affairs' Workforce Initiatives. That work aligns closely with our mission and goals.

For these reasons, we respectfully request an additional year of support to continue uninterrupted our ability to fund the Job Developer position.

COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

OFFICE OF GOVERNMENT AND COMMUNITY AFFAIRS

Nov 30, 2022

Attn: [REDACTED]

Associate Executive Director of Programs
Youth Justice Network
63 W. 125th Street, 4th Floor
New York, NY 10027
[REDACTED]

Dear [REDACTED]

May this letter serve as an official record that Youth Justice network has been awarded another round of workforce grant funding from Columbia University's Office of Government and Community Affairs. The award amount for this round of funding remains at \$75,000 and was remitted via check [REDACTED] on 11/30/22. We congratulate your organization on this award and look forward to the ways in which it will enable Youth Justice Network to continue to provide workforce development services via its career center. Please see below for a schedule of important dates as related to the current grant cycle:

Grant Cycle: 10/1/22-9/30/23

- 1st Progress Report Due Date: 2/28/23
- 2nd Progress Report Due Date: 5/31/23
- Final Report Due Date: 9/28/23

Additionally, due to our office's obligations to report to a NY state monitor, additional requests may be made for program data and to view program activity. Please read and review this update and return a signed copy at your earliest convenience.

Sincerely,

[REDACTED]
Director, Education and Workforce
Office of Government and Community Affairs

[REDACTED]

11/30/2022
Date