INTERAGENCY AGREEMENT

between

THE NEW YORK CITY DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

and

THE CITY UNIVERSITY OF NEW YORK

for

CUNY Workforce Development Programs

(July 1, 2023 - June 30, 2028)

This **Interagency Agreement** ("Agreement") is made by and between the **City of New York** (the "City), acting through its **Department of Youth and Community Development** (the "Agency"), and **The City University of New York** ("CUNY" or "Contractor"). The Agency and CUNY are referred to individually as a "Party" and collectively as the "Parties".

WHEREAS, Agency provides funding to operate the Career Launch Program, which provides workforce development programming for youth between the ages of eighteen (18) and twenty-four (24); and

WHEREAS, Agency seeks to provide such workforce development programming, tailored to enrolled CUNY students, as more fully described herein; and

WHEREAS, CUNY is willing and able to provide three targeted workforce development programs to enrolled CUNY students;

NOW THEREFORE, in consideration of the mutual covenants set forth herein, Agency and CUNY agree as follows:

ARTICLE 1
TERM

The term of this Agreement shall commence on July 1, 2023, and expire on June 30, 2028 ("Term"), unless terminated at an earlier date pursuant to Article 4 herein.

ARTICLE 2
SCOPE OF SERVICES

During the Term, CUNY shall be responsible for providing the following three (3) workforce development programs to enrolled CUNY students ("Program" or "Services"): i) CUNY Career Launch; ii) CUNY Explorers; and iii) The STEM Research Academy, as set forth in the *Scope of Work*, attached hereto and

made a part hereof as Exhibit A and any modifications to Exhibit A, as mutually agreed upon by the Parties in writing

ARTICLE 3
COMPENSATION & PAYMENT SCHEDULE

Agency shall pay CUNY, subject to and in accordance with the procedures and restrictions set forth in this Agreement, an aggregate amount to not exceed $9,162,957.00 (nine million one hundred sixty-two thousand nine hundred fifty-seven dollars) for all Services to be performed during the first year of the Term, as reported to, verified and approved by Agency. Agency agrees to transfer an advance payment to CUNY of $4,581,478.50 for the first year of the Term within ten (10) days from the day of the execution of the agreement. Agency agrees to transfer advance payments for subsequent years of the Term of amounts not to exceed 50% of the budget for the applicable year to CUNY by July 11th of each year following the first year of the Term. Advance payments will be recouped to Agency by December 31st of each year of the Term. CUNY will submit quarterly invoices, but Agency will not need to issue payment unless the invoiced amount exceeds the amount of the advance payment that Agency provided for the applicable year of the Term. For each year of the Term, the payments that Agency shall transfer to CUNY shall not exceed the aggregate amount of the budget for the applicable year of the Term. All invoices must be received 30 days prior to Intra City payment deadlines or Agency will not have the time to vet and pay.

A. Agency hereby grants approval for all modifications to line items in the Budget that do not exceed 10% of the value of that line item. Prior to making any reallocations or other changes that would exceed this threshold, College shall submit a written request for approval of the modification to Agency. Research Foundation of The City University of New York ("RF") shall not make any such changes without the prior approval of Agency.

B. This Agreement is funded in whole or in part by funds secured by Agency from the City government and is subject to the availability of such funds for each City fiscal year thereof. Should there be a reduction or discontinuance of such funds by action of the City government, Agency shall, subject to the terms of Article 4, have, in its sole discretion, the right to terminate this agreement or to reduce the funding and the corresponding level of Services caused by such action by the City government provided that all reimbursable program expenditures up to the date of the termination are paid in full by Agency.

C. Without limiting any of Agency's other rights or remedies, and subject to the subparagraphs 1 and 2 below, Agency shall have the right to recoup payments made to RF by requiring repayment by RF in the event that RF has received monies that are reasonably determined to be prohibited under this Agreement.

    1. At least (30) days prior to exercising its right to recoup payments, Agency shall provide a written notice to RF and CUNY setting forth the nature and amount of the payments determined by Agency to be invalid or disallowed under this Agreement and the basis for such determination.

    2. RF shall have ten (10) business days after its receipt of such written notice to respond to such Agency determination in writing. Agency shall reasonably consider RF's response, if

any, and will issue its reasoned explanation for its determination within ten (10) days after the receipt of RF's response.

D. The Parties acknowledge that pursuant to a certain Agreement dated October 20, 1983 between the RF and CUNY, the RF will act as CUNY's fiscal agent to accept payment from Agency. Each Intra-City invoice shall be signed by the RF Assistant Director of Grants and Contracts and shall include the following language: *"I hereby certify that this invoice is for articles received, services rendered or amount expended on behalf of the City of New York, that is is correct as to price and amount, this is necessary for the proper transaction of the business of Agency, that it was incurred solely for the benefit of the City of New York, that no part of the amount claimed herein had been previously certified, and that the amount is solely for the operation of said Program described in this invoice."*

ARTICLE 4
TERMINATION & MODIFICATION

A. Termination. This Agreement may be terminated by either Party at any time upon ninety (90) days' written notice to the other Party. In the event this Agreement is terminated, Agency will pay all reasonable and reimbursable costs and non-cancellable third-party obligations, provided Agency has previously consented to such costs and obligations, incurred prior to the effective date of such termination.

B. Modification. This Agreement may only be amended by the mutual written consent of the Parties.

ARTICLE 5
NOTICES

All notices required by this Agreement shall be delivered by messenger, overnight delivery service or email to the following:

To Agency:
New York City Department of Youth and Community Development
2 Lafayette Street, 21st Floor
New York, NY 10007
Attn: Nawshin Varming, Acting General Counsel (same delivery address as above)
Email: nvarming@dycd.nyc.gov

With a Copy to:
New York City Department of Youth and Community Development
2 Lafayette Street, 18th Floor
New York, NY 10007
Attn: Valerie Mulligan, Deputy Commissioner, Youth Workforce Connect
Email: vmulligan@dycd.nyc.gov

To CUNY:
City University of New York
205 E. 42nd Street, 9th Floor
New York, NY 10017
Attn: Colette Labrador, University Associate Director, Office of Careers and Industry Partnerships
Email: Colette.labrador@cuny.edu

And

Attn: Gary Dine, University Dean of Fiscal Administration
Email: gary.dine@cuny.edu

With a Copy to:
The City University of New York
Office of the General Counsel
205 East 42nd Street, 11th Floor
New York, NY 10017
Email: ogc@cuny.edu

To RF - *For fiscal matters:*
Directors of Grants and Contracts
The Research Foundation of CUNY
230 West 41st Street
New York, NY 10036
Attn: Kyung Hur
Email: Kyung_Hur@rfcuny.org

ARTICLE 6
PUBLICATION AND INTELLECTUAL PROPERTY

A. Publications. CUNY shall not publish any materials nor any work dealing with any aspect of performance under this Agreement nor any of the results and accomplishments thereof (each a "Publication"), without the prior written approval of Agency, which shall not be unreasonably withheld. In the event such permission is granted, Agency shall have a perpetual, royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize other city agencies and government entities as well as community-based organizations partnering with Agency to use for non-commercial, public purposes only, in connection with the City's responsibilities and consistent with its authority under the City Charter or other law, that portion of each Publication that deals with performance, results and/or accomplishments under this Agreement. In preparing any of its own materials based on a Publication, Agency will give CUNY and the principal author(s) of the Publication appropriate credit.

B. Scholarly Research. Notwithstanding the foregoing, if the Publication is the result of scholarly research performed under this Agreement (a "Research Publication"), consistent with CUNY's

practice of openness in research, prior written approval of Agency will not be required before publication. Instead, prior to submitting a Research Publication for publication or before any other public disclosure, CUNY will provide Agency thirty days to review the proposed Research Publication to provide comments and to identify any confidential information of Agency that may have been inadvertently included. CUNY will consider the Agency's comments but is under no obligation to make changes to the Research Publication to address them, except with respect to confidential information. If Agency objects to a Research Publication because of the inclusion of its confidential information, CUNY shall not publish or otherwise disclose such Research Publication until such confidential information has been removed.

C. Instructional materials and curricula. "Instructional Materials" shall mean curricula, syllabi and any and all other instructional materials used by CUNY in connection with its educational mission, including instructional materials and curricula created by CUNY and those created by third parties. Instructional Materials are owned by CUNY and/or others pursuant to CUNY's Intellectual Property Policy, or are used by legal right, permission and/or license to CUNY. Any Instructional Materials to be developed and/or used in connection with the Services shall be designated and described in the *Scope of Work*, attached hereto and made a part hereof as Exhibit A. To the extent that any Services Instructional Materials are newly created or adapted by CUNY and/or paid for by Agency under this Agreement, Agency shall have a perpetual, royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize other city agencies and government entities as well as community-based organizations partnering with Agency to use them for non-commercial, public purposes only, in connection with the City's responsibilities and consistent with its authority under the City Charter or other law or as otherwise specified in the *Scope of Work*, attached hereto and made a part hereof as Exhibit A. In preparing any of its own materials based on Services Instructional Materials, Agency will give CUNY and the principal author(s) of the Services Instructional Materials appropriate credit.

D. Non-instructional materials. Any and all non-Instructional Materials created by CUNY under the terms of, or specifically for use under this Agreement, shall become the exclusive property of Agency and shall be designated and described in the *Scope of Work*, attached hereto and made a part hereof as Exhibit A. CUNY shall have a perpetual, royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the non-Instructional Materials for its non-commercial, educational purposes or as otherwise specified in the *Scope of Work*, attached hereto and a made a part hereof as Exhibit A.

E. Representation and Warranty. To the extent that any Services Instructional Materials delivered under this agreement incorporate any materials owned by CUNY faculty members, CUNY represents and warrants that it has obtained all necessary permissions and clearances, in writing, for the use of such materials under this Agreement.

ARTICLE 7
CONFIDENTIALITY

A. All official City files or records furnished to CUNY under this Agreement containing personally identifiable information and all of the reports, data, or information that would otherwise be

protected from disclosure by the Freedom of Information Law, that have been obtained, learned, developed, or filed by CUNY or the College, shall be held confidential by CUNY and the College, and shall not be disclosed by CUNY or the College to any person, organization, agency, or entity except as required by law, including, but not limited to, the Freedom of Information Law or a lawful subpoena. It is agreed and understood that should any confidential Agency information be requested of CUNY, and CUNY determines that disclosure is required by law, CUNY shall provide Agency ten (10) days' notice and opportunity to object to the disclosure, and if requested by the Agency and not inconsistent with CUNY's obligations under law, CUNY shall not disclose such reports, information, or data until the City has exhausted its legal rights, if any, to prevent disclosure of all or a portion of such reports, information or data. This Article shall remain in full force and effect following the termination of this Agreement.

B. The Parties acknowledge that (a) information that may be shared in connection with the Services may include personally identifiable information from education records that are subject to the Family Educational Rights and Privacy Act/FERPA ("FERPA Records"), and (b) to the extent that information is shared in connection with the Services includes FERPA Records, CUNY will not release such information from education records, other than Directory information, without obtaining a FERPA release, in a form used by the College, from the student. It is agreed and understood that should any FERPA Records be requested of Agency, Agency shall immediately notify CUNY to determine whether disclosure is authorized or required by law.

ARTICLE 8
INDEMNIFICATION

A. To the fullest extent permitted by law, CUNY shall defend, indemnify and hold harmless the City against any and all claims for unemployment insurance or workers' compensation and costs and expenses therein to which the City may be subject. Insofar as the facts or law relating to any of the foregoing would preclude the City from being completely indemnified by CUNY, the City shall be partially indemnified by CUNY to the fullest extent permissible by law.

ARTICLE 9
MISCELLANEOUS

A. CUNY and the College agree to retain and to notify RF to retain all books, records, and other documents relevant to this Agreement for six (6) years after the final payment or termination of this Agreement whichever occurs later. City, State, and Federal auditors, and any other persons duly authorized by Agency shall have full access to and the right to examine any of the books, records, and other documents.

B. This Agreement is subject to audit and/or inspection by Federal, State, and/or Local agencies as authorized or required by law. CUNY shall cooperate and assist with all program and fiscal monitoring, evaluation, and close-out activities and audits conducted by Agency or its designees or any other entity authorized or permitted to perform or undertake any of the foregoing.

C. If any provision contained in this Agreement is held to be unenforceable by a court of law or equity, this Agreement will be construed as if such provision did not exist and the non-enforceability of such provision will not be held to render any other provisions of this Agreement unenforceable.

D. The Services provided under this Agreement shall be performed in accordance with all applicable provisions of Federal, State, and Local laws.

E. This Agreement contains all the terms and conditions agreed upon by the Parties, and no other Agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the Parties or to vary any of its terms.

F. In the event of a conflict between the terms and conditions of this Agreement and the provisions of the *Scope of Work and Payment Schedule* attached hereto as Exhibit A, the terms and conditions of this Agreement shall control.

G. For purposes of this Agreement, a force majeure event is an act or event beyond the control and without any fault or negligence of CUNY or the Agency ("Force Majeure Event"). Such events may include, but are not limited to, fire, flood, earthquake, storm or other natural disaster, civil commotion, war, terrorism, riot, and labor disputes not brought about by any act or omission of the Contractor. Neither Party will be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of nature, including, without limitation, earthquakes, floods, winds, or storms. In such an event, the intervening cause must not be through the fault of the Party asserting such an excuse, and the excused Party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.

H. Subject to Article 3.D, neither CUNY nor the College will assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the City. Such prior written consent will not be unreasonably withheld, delayed, or conditioned.

I. In the event that CUNY requires any subcontractor to maintain insurance with regard to any operations under this Agreement and requires such subcontractor to list CUNY as an additional insured under such insurance, CUNY shall require that such entity also list the City, including its officials and employees as an additional insured.

J. The Parties hereto represent and warrant that the person executing this Agreement on behalf of each part has full power and authority to enter into this Agreement and that the Parties are authorized by law to perform the Services set forth in the Agreement.

[*remainder of page intentionally left blank*]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the dates appearing below their respective signatures.

NEW YORK CITY
DEPARTMENT OF YOUTH AND
COMMUNITY DEVELOPMENT

By: Nawshin Varming
Name: Nawshin Varming
Title: Acting General Counsel
Date: 9/12/23

THE CITY UNIVERSITY OF NEW YORK

By:
Name:
Title: Vice Chancellor for Legal Affairs and General Counsel
Date: September 5, 2023

APPROVED AS TO FORM

Aleya Fritsche
The City University of New York
Office of the General Counsel

Date: 9/1/23

EXHIBIT A

SCOPE OF WORK

The three the (3) workforce development programs described in this Scope of Work will run each year throughout the length of the term. The yearly service numbers will be, at minimum:

- Career Launch - two thousand students.
- STEM Research Academy - four hundred students.
- CUNY Explorers - forty students.

I. CUNY CAREER LAUNCH

The City University of New York ("CUNY") Career Launch Program is designed to give undergraduate students with little or no previous paid internship experience the opportunity to intern with employers in fields relevant to their majors, build skills related to their career interests, and have equitable access to full-time professional work after graduating.

The goals of the program include:

- Better position college students – particularly the CUNY students who have not yet had a paid professional experience – for successful entry into the labor market.
- Extend employers' access to CUNY talent, expertise, and assets.
- Help CUNY to make pragmatic experiential learning a signature component of a CUNY education.

CUNY Career Launch will recruit undergraduate students aged 18-24 years old who haven't had substantial professional experience but who are ambitious, bright, and ready to practice what they are learning in the classroom in the work world. The initiative will prioritize recruitment from CUNY's associate degree programs.

Over 80% of CUNY graduates stay in New York City after graduation. By interning in one of the City's key industries and networking with employers, this initiative will propel students into their professional work lives so that more CUNY students can succeed in the job market after graduation.

In order to ensure an effective program, CUNY Career Launch's model will combine a) a focus on a clear target population of underserved students, b) alignment with career aspirations and qualifications, and c) sector-specific focus and preparation.

Focus on a Clear Target Population of Underserved Students: Career Launch will recruit undergraduate students who have had little or no professional internship experience and will prioritize recruitment from CUNY's associate degree programs. CUNY community college students are half as likely to participate in a paid internship before graduation than senior college students (7% vs. 14%).

Alignment with Participant Career Aspirations and Qualifications: Career Launch will connect students to internships that are stepping stones to careers that require a college degree. In its policies and processes, Career Launch will stress alignment with students' college majors and long-term career aspirations. Also, the interns' job responsibilities will be appropriate for college students.

Sector-Specific Focus + Preparation: In FY24, Career Launch will focus on six specific sectors – (1) healthcare, (2) STEM (Science, Technology, Engineering, and Mathematics) and green professions (environmental preservation, clean energy and efficiency, climate mitigation), (3) marketing and communications, (4) community and social services, (5) education, and (6) community engagement and organizing (a partnership with NYC's Public Engagement Unit). Career Launch will study labor statistics and trends yearly. Based on these data, the initiative will change sectors in subsequent years if necessary.

Each participating CUNY college will have a single industry focus, preventing internal competition for placements. The college responsible for each specific industry within Career Launch will have demonstrated experience in that sector. Pre-internship training will be contextualized to the industry of focus in order to better prepare interns for the work they will encounter.

Program Services

Yearly, CUNY Career Launch will provide the following program services:

<u>Student Services</u>

1. Enroll at minimum 2,000 CUNY undergraduate students in the program which will last for 7 weeks (including paid training) and allow for 19 hours/week of paid work.
    a. Participants will have had little to no previous paid internship experience related to their career goals.
    b. All participants will be aged 18 to 24 at the time of enrollment.
    c. Interns will be employees of the Research Foundation of CUNY (RF). Enrollment and participation are contingent on interns adhering to RF's policies and procedures.
    d. Interns ("Participants") will submit bi-weekly timesheets to the Research Foundation of CUNY (RF).
2. Develop internships that provide students with meaningful, skill-building opportunities appropriate for undergraduate students.
3. Offer interns industry-contextualized training.
4. Match each enrolled student with a worksite from an industry that corresponds with the participant's interest, career goals and/or field of study.
5. Pay at least $20 per hour.
6. Pay peer leaders at least $23/hour to support participants.

<u>Employer/Worksite Services</u>

1. Recruit a sufficient number of worksites to participate in CUNY Career Launch to ensure meaningful internship opportunities for all enrolled students.
2. Train employer partners on supervision so that Career Launch interns have the best

experience possible.

3. Work with internship sites to designate at least one intern supervisor assigned to verify the hours worked by the interns.
4. Request that worksites complete and review performance evaluations of their interns.
5. Develop internships that can be digital, hybrid, or in-person.
6. Invite worksites to apply to host interns if the worksite:
    a. Can commit to give an intern guidance, feedback, patience, support, and a well-rounded experience.
    b. Is based in New York City and near a convenient subway or bus line if the internship will require any in person work.
    c. Can provide assurance that the worksite is safe and appropriate.
7. Partner with the NYC Public Engagement Unit in FY24 and possibly future years. The details of the collaboration will be outlined in a separate intra-agency Memorandum of Understanding.

Paid Training

1. Provide paid industry-specific training for interns.
    a. Trainers will be paid for their time developing curricula and leading training.
    b. Pre-internship training will be largely industry-contextualized with an additional overview of general work readiness.

Support Services

1. Match each accepted and enrolled participant with a worksite from an industry that corresponds with the participant's needs, career goals, and/or prospective field of study.
2. Monitor an email inbox to answer worksite and student questions and provide support for students.
3. Provide a Research Foundation of CUNY onboarding orientation to interns.
4. Provide a virtual supervision orientation session for worksite supervisors and relevant staff.
5. Provide policy and procedure guidelines.

Design

CUNY Career Launch will collaborate with various CUNY colleges for the program planning, implementation, evaluation, and refinement. Each campus hub will be an industry host. With the support of Central Office, campuses will recruit worksites and students, approve worksites and internship placements, vet students, support worksites and students, collect data, match students to worksites, and manage their share of the budget responsibly. Central Office will work with the Research Foundation of CUNY - the interns' employer of record – to ensure students are onboarded to payroll, hours worked are tracked, and interns are paid for time worked, and all required tax filings and records are prepared and sent out and/or filed with the appropriate taxing authorities.

All CUNY undergraduate colleges will publicize the program and recruit their student body to participate in Career Launch.

Major Outcomes, Activities, and Measures

Major Outcome	Activities	Deliverables and Measures
Better position college students – particularly the CUNY students who have not yet had a paid professional experience – for successful entry into the labor market.	Campus Coordination • Campuses will work together with CUNY Central Office to vet and accept eligible students. • Campuses and CUNY Central Office will work together to match students to internships. Worksite Recruitment • Campuses and CUNY Central Office will collaborate to recruit employers. • CUNY will launch webpages and a communications effort to recruit worksites. Student Recruitment • CUNY will launch webpages and a communications effort to recruit a wide range of CUNY students. Training • CUNY will provide industry-contextualized paid training for participants with an additional overview of general work readiness.	• At minimum 2,000 CUNY students will be offered summer internships per fiscal year • At least 2,000 internship slots will be secured from local NYC employers and remote employers across the country to host CUNY Career Launch accepted students. • All (100%) participants will be offered one week of paid training related to their major. • Over 70% of accepted and enrolled students will complete their internships (paid >0 hours). • 80% of students will report that CUNY Career Launch helped them build skills to get a job in the future.

Extend employers' access to CUNY talent, expertise, and assets.	Worksite Recruitment • CUNY will reach out to existing employer partners and recruit new partners to ensure that all accepted, enrolled, and eligible students are matched with a worksite. Matching • CUNY will identify student career goals and place students at worksites that belong to the industry students are interested in.	• The majority (over 50%) of students will be placed at worksites related to their first choice or second choice "career goal" or major. • At least 3 of the industry hubs will be allocated to NYSDOL's named New York City Significant Industries
Help CUNY to make pragmatic experiential learning a signature component of a CUNY education.	Student Recruitment • CUNY will launch webpages and a communications effort to recruit a wide range of CUNY students. • CUNY will recruit undergraduate students with little or no previous paid internship experience. Campus Coordination • CUNY will locate industry hubs at various CUNY campuses.	• Career Launch will contribute to CUNY's long term goals of all CUNY graduates having at least one internship by graduation.

II. CUNY EXPLORERS

CUNY Explorers (CE) ensures that 6th to 10th grade students have the opportunity to visit a college campus to promote their ongoing academic and life success. Through age-appropriate and customized visits, CUNY reinforces the message that all students can go to college, that college is affordable, and that students can take steps in their lives now to achieve their college goals. The program introduces middle and high school students to CUNY facilities, degree programs and supportive services including matriculated students. This experience offers younger students a window into college students' academic and co-curricular lives, showcasing CUNY's state-of-the-art facilities, technological equipment, and student life spaces.

Program Overview

In 2016, under the Mayor's College Access for All, CUNY Explorers was launched as a partnership between CUNY's Office of K-16 Initiatives and the New York City Public Schools. CUNY Explorers began as an opportunity to expose every 7th grade student to a college-going culture and to give them the chance to visit a college campus at least once. Since then, CUNY Explorers has expanded to provide campus experiences to all middle schoolers and, as of 2021, high school workshops for 9th and 10th graders.

The driving message of CUNY Explorers has stayed the same: every student can go to college, every student can afford college, and students and their families can take steps now to become college-ready. Early college readiness programs like CUNY Explorers set the foundation for success in high school, college, and beyond. By supporting students to develop a college identity at this critical developmental age by providing a campus experience that promotes a college-going mindset, students and families internalize the message that college is a tangible and achievable goal. This message is particularly important for diverse and unique populations. Schools in District 75, District 79, and those with high numbers of English Language Learners are provided tailored support through partnerships with campus accessibility and resource offices.

In the 2021-2022 academic year, CUNY Explorers provided interactive and engaging virtual campus experiences for over 34,000 students across 13 CUNY campuses. In 2022, CUNY Explorers hosted its first ever summer program serving over 1,100 students throughout NYC. Our summer program saw the return to in-person visits since the start of the pandemic as campuses offered remote and in-person opportunities.

Each summer between FY24 and FY28, CUNY Explorers will provide campus visits and interactive activities related to college and career preparations. All campus workshops will be held during the weekdays between 12pm – 5pm, any day Monday to Thursday.

CUNY Explorers will provide Visit Guides, current CUNY college students, who will host students on the respective CUNY campuses and facilitate college and career workshops. Through Explorers, students will explore the campus through a guided tour, meet college students and campus staff, and participate in a hands-on activity that promotes college readiness or introduces them to an academic area of study.

Participation Goals

- 40 CUNY college undergraduate students, ages 18 to 24 will be hired and trained as CUNY Explorers Visit Guides at 13 CUNY campuses.
- CUNY Explorers Visit Guides will ensure CUNY hosts up to 8,000 NYC youth on in-person and virtual tours including a majority of students participating in the Summer Rising Program - a partnership between New York City Public Schools and the NYC Department of Youth and Community Development. Summer Rising is a free, safe, and fun academic and enrichment program for NYC students currently in grades K-8. It will offer academic

and enrichment programs over the course of the day, including field trips, arts activities, and outdoor recreation.

- Middle and High School tour participants will complete a post-tour survey and will indicate that the CUNY Explorers Visit Guides had a direct impact on their positive view of the tour experience.
- CUNY student Visitor Guides are recruited, trained, and supervised by campus CUNY Explorer Coordinators and will assist with delivery of workshops and campus tours. Student Visit Guides are critical to the success of the program, as middle- and early high school students can see themselves in college if they see near-peers successfully navigating higher education.

Program Goals

- An important goal of CUNY Explorers is to make sure that middle school children know that it is never too early to start thinking about college and that they can take action, even now, to turn their dreams into reality. This happens when NYC youth are able to personally connect with near-peer college students acting as Visitor Guides who share their personal stories and experiences. CUNY Explorers tours are not static campus tours, but deeply personal and engaging experiences that impact the young school-age student and the undergraduate leading them.
- NYC Youth who participate in CUNY Explorers visits will continue to be impacted by the tour in the days and weeks following the tour as they will have access to lessons and supportive materials via https://k16.cuny.edu/explorers/resources/
- Visit Guides will also support ongoing panel discussions with CUNY students and workshops on topics such as "College Majors," "College and Careers," and "A Typical Day of A College Student."
- Visit Guides will develop a deeper understanding and connection to their CUNY campus potentially increasing their drive and desire to graduate on-time.

Program Timeline and Deliverables

- CUNY Campuses and K16 begin recruitment and hiring of student CE Visit Guides– April to June
- Campuses complete required hiring paperwork for CE Visit Guides – June
- One-week of training for Visit Guides including orientation to campus–July
- CE Visit Guides perform ongoing campus tours live on campus or virtually, as well as various college access workshops with middle school and young high school participants - July to August
- All student CE Visit Guides submit bi-weekly time sheets to their campus representatives – July to August
- CE Visitor Guides complete an end-of-summer impact survey and participate in a focus group, allowing K16 to collect actionable data on the impact that being a CUNY Explorers Visitor Guide had on these undergraduate students.

Outcomes Reporting Timeline

- May– Creation of qualitative and quantitative data collection tools to ensure proper measurement of program outcomes and broad impact.
- Late June– Final recruitment and enrollment #'s shared
- September - Report including qualitative and quantitative data on the impact that being a CUNY Explorer Visitor Guide had on the social-emotional, academic and career aspirations of participants.

III. THE STEM RESEARCH ACADEMY (STEM RA)

Program Overview

Launched in 2013, CUNY K16 Initiative's STEM Research Academy (STEM RA) is an immersive, hands-on STEM research experience aimed at building strong STEM career identities among underrepresented students. For high school student participants there are two components to the STEM RA program. They complete a free, credit bearing, STEM-based College Now course and, second, participate in a hand-on project-based learning experience in small supportive teams supported by a faculty researcher, and supported by a near-peer mentor. During the project-based learning experiences students conduct various forms of scientific research. Leveraging CUNY's award-winning research faculty and facilities, STEM RA connects students with an interest in science to mentoring opportunities and the chance to engage in hands-on research in an academic research environment. The program aims to foster a passion for science through an enriching immersive academic experience for students who might not otherwise have access to research opportunities.

Beyond the college course and summer research experience, student participants begin to build strong STEM career identities through participation in workshops and networking events that focus on science communication, introductions to non-traditional STEM career paths, socio-emotional college preparedness, and college major mapping. The culmination of the students experience is a capstone project - a research poster exhibition of their summer research work. Near-peer mentors will support students in the creation and presentation of their posters.

Participating campuses include Lehman College in the Bronx; Brooklyn College, Medgar Evers College and NYC College of Technology in Brooklyn; York College, Queensborough Community College, LaGuardia Community College and Queens Colleges in Queens; and Baruch College, City College of New York and John Jay College of Criminal Justice in Manhattan.

STEM RA is an integral part of K-16 Initiative's broader strategy to build STEM pathways from high school into college and increase the numbers of underrepresented students pursuing STEM degrees and careers.

Participation Goals

STEM RA will recruit high school and undergraduate students aged 15 to 24 years old who haven't had substantial professional experience but who are ambitious, bright, and ready to explore, in hands on ways, their own STEM career identity. 400 students will participate in two paths of the STEM RA Summer Program - 50 undergraduate student near-peer mentors, will be recruited and trained to support at least 350 high school student participants. These internships will focus on Science, Technology, Engineering and Math ("STEM") and career-connected learning that is tied to evidence-informed high-need occupations in New York City.

For high school students the goal is to complete a college credit course coupled with hands-on projects which allow them to apply the classroom learning in real world settings. High school students will be recruited through K16 Initiatives ongoing work with NYC Public Schools involvement in College Now and FutureReady NYC.

For the 50 near-peer mentors we will prioritize recruitment from CUNY's associate degree

programs. Undergraduate near-peer mentors are students who will act as supports, guides, mentors and educators to the STEM RA high school students working on their campus. The program will prioritize recruitment from CUNY's associate degree programs at 11 CUNY campuses. CUNY community college students are half as likely to participate in a paid internship before graduation than senior college students (7% vs. 14%). Special attention will be paid to recruit for those pursing STEM degrees or those in education fields who seek greater experience leading others in structured educational experience.

Guiding our recruitment of all STEM RA students, we seek to attract populations that are not traditionally represented in STEM degree programs or career fields. The National Science Foundation identifies five populations underrepresented in STEM - women, persons with disabilities, Blacks, Hispanics, and American Indians/Alaskan natives. Pew Research Center reported that nationwide, African Americans earn 10% of all bachelor's degrees, yet earned only 7% of STEM degrees in 2018. Hispanics made up 15% of all bachelor's degrees earned, with only 12% of STEM degrees.

Program Goals

CUNY's office of K16 Initiatives centrally manages and ensures the facilitation of the STEM RA program with the following goals.

- The program will run at 11 participating CUNY campuses and enroll 400 participants ages 15 to 24 including New York City Public School high school students and CUNY undergraduates.
- 400 participants ages 15 to 24 will engage in 6-weeks of structured learning and hands-on work related to STEM, education and higher ed fields.
- Support the participation in College Now learning experiences tied to specific STEM subjects, and where possible these learning experiences will also be tied to specific high need occupations.
- This program will support the development of career-connected and STEM experiences for NYC youth resulting in an increase in the number of New York City Public School high school students who graduate with college credits, which puts them on a path to economic security and better-informed career choices.
- Participation in the STEM RA program will stimulate each student's interest in STEM, increase the students' preparation for STEM pathways, and encourage participants' sense of agency in STEM learning.
- A majority of the STEM RA program participants will indicate that they are likely to pursue a degree or career in STEM.

Program Timeline and Deliverables

- CUNY Campuses and K16 begin recruitment and hiring of student participants and interns– April to June
- Campuses complete required hiring paperwork for interns – June
- One-week of training for near-peer mentors including orientation to campus – June
- High School students begin STEM RA program, including attending College Now course and participating in hands-on research projects – July to August 2023
- Near-peer mentors perform weekly coaching and supportive meetings with high school participants - July to August
- All student participants submit bi-weekly timesheets to their campus representatives – July to August

- High School student participate in end-of-summer research poster presentation event and other culmination events – August

Outcomes Reporting Timeline

- May – Creation of qualitative and quantitative data collection tools to ensure proper measurement of program outcomes and broad impact.
- Late June – Final recruitment and enrollment #'s shared
- September – Report including qualitative and quantitative data on the outcomes of both student groups (high school + undergraduate) professional development and various STEM related outcome metrics.

EXHIBIT B
BUDGET

1. **Fiscal Year Start:** 7/1/2023
2. **Total Maximum Budget:** $9,162,957
    a. See attached Budget

CUNY Career Launch-STEM RA-Explorers				
FY24 Budget				
	FY24 Career Launch	FY24 STEM RA	FY24 Explorers	Total FY24
Fiscal Staff				
Personnel Manager	$37,692			$37,692
Personnel Supervisor	$35,000			$35,000
Personnel Coordinators (2)	$55,385			$55,385
Total Salaries Fiscal	$128,077			$128,077
Central Office Program Staff				
Director	$111,630			$111,630
Senior Manager, Student	$42,497			$42,497
Senior Manager, College	$86,269			$86,269
Senior Manager, Data	$88,857			$88,857
Admin - Employer	$25,480			$25,480
Admin - InPlace and Data	$53,276			$53,276
Admin - Student	$25,480			$25,480
Total Salaries Program	*$433,489*			*$433,489*
Total Fringe + MTA (Fiscal and Program)	$206,881			$206,881
Total Central Personnel	**$768,446**			**$768,446**
Hub Program Staff				
Corps Directors (4)	$404,920			$404,920
Corps Managers (4)	$200,850			$200,850
Admin (4)	$121,128			$121,128
Training Facilitators	$16,000			$16,000
Total College Staff	*$742,898*			*$742,898*
FT Fringe+MTA	$267,789			$267,789
PT Fringe +MTA	$1,334			$1,334
College Fringe	$269,123			$269,123
Total College Personnel	**$1,012,021**			**$1,012,021**
OTPS				
Highschol student stipends		$551,250		$551,250
MetroCards		$66,000	$6,400	$72,400
Training supplies		$15,606	$4,812	$20,418
Software and data platforms	$ 190,000			$ 190,000
Finger printing	$ 95,000			$95,000
Total OTPS	**$ 285,000**	**$632,856**	**$11,212**	**$ 929,068**
Students				
Near Peer Mentors		$114,000		$114,000
Visit Guides			$75,240	$ 75,240
Hub Peer Leaders	$40,320			$40,320
Intern wages (FY24: 2000 students, 19 hours/week, 7 w	$4,947,600			$4,947,600
Total student wages	***$4,987,920***	***$114,000***	***$75,240***	***$5,177,160***
FT Fringe + MTA	$14,854			$14,854
PT Fringe +MTA	$412,630	$9,508	$6,275	$428,412
Student Fringe	$427,484	$9,508	$6,275	$443,266
Total	**$5,415,404**	**$123,508**	**$81,515**	**$5,620,426**
Subtotal	**$7,480,871**	**$756,364**	**$92,727**	**$8,329,961**
Indirect	$748,087	$75,636	$9,273	$832,996
Total Career Launch Budget	**$8,228,958**	**$832,000**	**$102,000**	**$9,162,957**