

## **PERFORMANCE BASED CONTRACT GUIDELINES**

### **1. WHAT IS THE PURPOSE OF THE SERVICE?**

(Describe in detail any services to be provided or materials to be purchased)

Congregations Linked in Urban Strategy to Effect Renewal, Inc. CLUSTER Community Services will provide a comprehensive Summer Day Camp for school aged children who live and attend school in Yonkers, NY. We believe that the summer months should not be an interruption of healthy social engagement, moral reasoning and academic enrichment. Our Summer Day Camp is designed to meet all three of these components, infused with an ample amount of fun that will provide students with both personal challenge and joy.

As a community service provider, we are dedicated to creating access to quality programming for children and their families. With that goal in mind, we work tirelessly throughout the year to elicit funds to offset the cost of camp tuition for families of low to moderate income. Our partnership during the summer months with Yonkers Public Schools has provided some of our most vulnerable YPS students and their families with tuition free camp participation along with a safe and comfortable atmosphere. We intend to utilize the requested funds to cover the full tuition for identified students who are homeless or living in transitional housing and who attend Yonkers Public Schools. A portion of the grant funds will cover the cost of science enrichment activities.

### **2. AMOUNT OF SERVICE**

(Set forth all quantities and/or amounts of time required to be devoted to the contract and describe where services are to be provided as specified in Schedule “B”)

Congregations Linked in Urban Strategy to Effect Renewal, Inc. CLUSTER’s Summer Day Camp will operate between July 7, 2019 and August 16, 2019. The hours of operation will be: 8:00 am and 3:00 pm; Monday thru Friday. In past years, Camp has been held at Pearls Hawthorne School. This year we have requested to utilize space in Eugenio Maria de Hostos MicroSociety School or Cesar Chavez School. We have not yet been notified of our school assignment.

### **3. WHO IS SERVED?**

(Describe whether services are to be provided directly to students, to staff, etc.)

Summer Day Camp services are provided directly to students who live in Yonkers, NY. This contract will serve Yonkers Public School students from families who are homeless or living in transitional housing.

Enrollment this year will be capped at 100 students between the ages 6-13 years old. It is our practice to include Summer Youth workers who are almost always teenagers attending a Yonkers Public High School. For many of our Summer Youth participants, the experience they gain from working with Camp is invaluable. It provides direct service experience with children, professional development and feedback that allows them the opportunity to develop positive work habits. They gain as much from the summer experience as we believe the camp participants do.

### **4. WHO WILL PROVIDE SERVICES?**

(If individual providers are contemplated, set forth the names and qualifications of the service providers)

CLUSTER Community Services hires its Summer Camp staff in the Spring of each year prior to the start of camp. Direct Leadership and oversight is provided by both executive and middle management staff of the Agency.

**Tajae Gaynor, Director of Mediation and Youth and Family Services**, provides both executive level decision making and staff development training.

**Glenda Gutierrez Supervisor of Community Programs**, provides planning and logistical oversight.

**Jennifer Martinez, Camp Director** (2<sup>nd</sup> year), provides daily guidance for camp activities, supervision and direction for camp staff and consultants, as well as monitoring our compliance with Department of Health regulations.

**Assistant Camp Director**, TBH, serves as the daily direct liaison with outside trip and activity vendors, parent and funding agency contact, as well as compiling daily data for reporting purposes.

**Senior Counselors**, TBH, serves as the main group facilitator and the first point of contact for students. Senior Counselors are responsible for building group identity, responding restoratively to group incidents and leading classroom activities around social engagement.

**Junior Counselors**, Summer Youth Employees, serves as an apprentice to Senior Counselors in the classroom and during trip activities. Junior Counselors will be considered mentors for students and expected to model pro-social community building behavior.

**Consultants**, TBH, provides specialized activity instruction in academic enrichment, physical education, science and technology and arts.

## **5. WHAT WILL BE COMMUNICATED TO DISTRICT PERSONNEL, PARENTS, OTHERS ABOUT PROGRESS AND RESULTS OF THE SERVICES?**

(How specifically will the contractor report to the School District (or parents, if applicable) about their progress towards achieving the goals of the contract?)

Congregations Linked in Urban Strategy to Effect Renewal, Inc. CLUSTER Community Services will host a parent orientation meeting to educate parents about the Camp experience and set mutual expectations that address the needs of all stake holders; Parents, Students and the Agency. Camp staff will collect daily data, such as attendance and provide parents with 2 progress reports within our 6-week camp experience. Parents and Guardians will also be asked to fill out a survey at the end of Summer Camp to measure their experience. A final report will be created and submitted to our funders, including Yonkers Public Schools.

## **6. HOW WILL THE QUALITY BE JUDGED?**

(Set forth the method which will be used to evaluate contractor's performance)

All service areas will include a pre and post evaluation of student's ability and knowledge. This will be used to measure the growth of individuals students as well as each group as a whole.

**7. PERSONS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.**

(There must be a single Board administrative employee identified as the person responsible. This person will also be responsible for signing off on contract payments)

**CONTRACTOR’S NAME, ADDRESS & CONTACT INFORMATION**

Congregations Linked in Urban Strategy to Effect Renewal, Inc.  
28 Wells Avenue, 4<sup>th</sup> Floor  
Yonkers, NY 10701

**Executive Director-** Kristina Yamin (Agency representative to sign all corresponding documents)  
[kyamin@clusterinc.org](mailto:kyamin@clusterinc.org)  
(914) 963-6500 ext. 211

**Director-** Tajae Gaynor (Agency representation to respond to all programmatic questions)  
[tgaynor@clusterinc.org](mailto:tgaynor@clusterinc.org)  
(914) 963-6500 ext. 202

**YONKERS PUBLIC SCHOOLS CONTACT;**

Rosemarie Friedman  
District Homeless Liaison  
914-376-8274

**CONTRACTOR’S FEDERAL IDENTIFICATION NUMBER**  
**132834016**

**CONTRACTOR’S STATUS** (e.g., corporation, individual, unincorporated, etc. and where)  
501©3- Not for Profit Agency; Yonkers, NY

**8. ARE THE SERVICES PURSUANT TO A GRANT AGREEMENT? IF YES, WHAT IS THE GRANT AND WHAT ARE THE GRANT REQUIREMENTS RELATED TO THIS AGREEMENT?**

Yes, the services are pursuant to the Title I grant. The grants goals are to provide instructional support for students in need.

**9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.**

We have not received nor requested data from Yonkers Public Schools in previous years. However, we have considered the benefit of reviewing student’s report cards to have a fuller picture of where we need to meet them academically as well as socially. If this were a possibility, we would like to learn more about what is needed to make this happen.

**10. WILL THE STUDENT DATA BE USED FOR THE PURPOSE OF DEVELOPING, VALIDATING, ADMINISTERING STUDENT AID PROGRAMS, OR IMPROVING INSTRUCTION? IF YES, PLEASE SPECIFICALLY DESCRIBE.**

The student data would be used to target and improve instruction.