

ARMY YOUTH PROGRAM IN YOUR NEIGHBORHOOD (AYPYN) OPERATIONAL GUIDANCE

AYPYN Project Background: The Department of the Army, IMCOM G-9 – Family and Morale, Welfare and Recreation (MWR) Child, Youth & School Services (CYSS) is committed to expand the availability of high quality and high interest after school programs for Army-connected youth who attend secondary schools (middle, junior and high) off the installation. **Army-connected youth is any youth whose parent/guardian is one of the following: Army Active Duty, activated Army Reserve or activated National Guard.**

Purpose: This document will provide Operational Guidance for participating AYPYN Contractors.

School District/Organization Eligibility: IMCOM G-9, Family and MWR, CYSS – AYPYN Program selected school districts and/or community youth organizations located in and or serving communities where a high concentration of Army families resides. The criteria for the selection of school districts and community youth organizations are based on the following:

1. The areas they serve have a high concentration of Army families.
2. Facility must be safe, clean and have the capacity to house a variety of afterschool activities.
3. Demonstrates a willingness to provide afterschool activities in the following focus areas: STEAM (Science-Technology-Engineer-Arts and Math), College and Career Readiness, 21st Century Leadership Skills, and Academic Support and Healthy Life Style.
4. Demonstrates a willingness to collaborate with the Army Installation Youth Centers to provide a Youth Sponsorship program.
5. Demonstrates the potential of providing a minimum of 50 Daily Army youth connected spaces in their afterschool program.

Contract: IMCOM G-9, Family and MWR will entered into a Contract in FY 13 for a base year and 4 option years with the school districts and community youth organizations selected, herein after referred to as “Contractor”. The current 2nd Option Year expires 30 June 2016.

3rd Option Year: In order to bring the AYPYN contracts in line with the Army’s fiscal year (October 1, 2016 – September 30, 2017) the period of performance for the third option year will be for a period of 15 months from 1 July 2016 – 30 September 2017. The period of 1 July 2016 – 30 September 2016 is hereby funded through modification P00006. The period of 1 October 2016 – 30 September 2017 will be “subject to availability of funds” and a subsequent modification will be issued to fund this period if funds become available.

Reconciliation and Verification of Daily Attendance: IMCOM G-9, Family and MWR will continue to contract with a 3rd Party Contractor for the reconciliation and verification of daily attendance. The 3rd party contractor is herein after referred to as the “R&V Contractor”.

Execution of the Contract: Within 30 days of the initial signing of the modification, the Contractor must provide to IMCOM G-9, Family and MWR and/or the R&V Contractor:

1. The name and contact information of the staff member(s) designated as the point of contact in the Contractor’s execution of the Contract and the fulfillment of all AYPYN requirements as identified in this Operational Guidance document.
2. Provide a projected budget for utilization of AYPYN funds.

3. Proof of insurance as required by State or National regulations.

Background Check Requirements: The Contractor shall ensure that each employee involved in the supervision of children who participate in events funded by this contract has been screened with the appropriate background checks as required by their State and Local Board of Education or State licensing or National Office Requirements. Employees whose background checks return with any of the following "mandatory disqualifying" convictions such as sexual offense, violent crime, criminal offense involving children, or drug felony are NOT authorized to perform under this contract. In addition, any staff with adverse information may be deemed unsuitable by the Contractor.

Contractor's Responsibilities: Throughout the duration of the Contract, each Contractor agrees to:

1. Provide afterschool activities that support students' academic performance and provide a variety of high quality and high interest afterschool activities in the areas of: STEAM (Science-Technology-Engineer-Arts and Math), College and Career Readiness, 21st Century Leadership Skills, and Healthy Life Style.
2. Maintain an accurate daily attendance tracking system that would allow IMCOM G-9 and/or the R&V Contractor to verify the number of Army-connected students attending daily afterschool activities.
3. Maintain a roster of all Army connected youth that attended any after school activities that falls under the areas identified in #1 of this section. The roster should include the method used to establish each youth connection to the Army. The Contractor may use one of the following to verify the youth's connection to the Army: AYPYN Self-Certification Form, PL874 (Impact Aide) Form, enrollment/registration form, and Garrison verification lists.
4. Provide required monthly reports to include:
 - a. Attendance Reports: Provide a daily afterschool attendance for each school/site. Include the total number of students that attended at least one activity (Army-connected and non-Army-connected) and a breakout of the number of Army-connected students only. (Unduplicated Count)
 - b. An Academic Support Report to include an estimated number of Army-connected youth involved each month in tutoring and/or a credit recovery program. (Duplicated Count)
 - c. All other AYPYN relevant documents as required by IMCOM G-9, Family and MWR.
5. Establish specific accounting procedures that would allow IMCOM G-9, Family and MWR or the R&V Contractor to audit the expenditure of AYPYN funds.
6. Provide a Quarterly Expenditure Report.

Attendance at AYPYN Supported Activities/Programs: All students (Army-connected and non-Army-connected) in the targeted schools or organizations are eligible to participate in all AYPYN supported activities

AYPYN Funding Support to Contractors: The Army IMCOM G-9, Family and MWR will provide quality improvement funds thru the payment of the delivered daily Army-connected spaces at \$1,000 annually per delivered space. **Maximum space payments will be capped at the contracted number of spaces.**

The number of delivered spaces will be determined by averaging the monthly daily attendance during the months of October – April of the period of performance. Monthly daily attendance will be determined by the number of Army-connected students attending only the activities that fall under one of the following areas: Academic support, STEAM (Science-Technology-Engineer-Arts and Math), College and Career Readiness, 21st Century Leadership Skills, and Healthy Life Style.

Payment of spaces (see example page 4):

1. For the period of performance for July 1 – September 30, 2016, a payment equal to \$250 per contracted space will be paid within 30 days of having a signed modification along with all information and documents described in section “Execution of the Contract”.
2. For the period of performance for October 1, 2016 to September 30, 2017, a payment equal to \$500 per contracted space will be paid within 30 days of having a signed modification that obligate funding for this period.
3. At the end of ten months (April 30, 2017) into the period of performance, a final payment, based on the average monthly daily attendance, will be determined:
 - a. Contractors whose monthly daily average is equal to or greater than the contracted spaces, a payment will be processed equal to the difference between the amount paid to date and the amount agreed upon on the 3rd option year modification.
 - b. Contractors whose monthly daily average is less than the contracted spaces, a payment will be processed equal to the difference between the amount paid to date and the amount of spaces delivered. (\$250 per space for the July 1 – September 30, 2016 performance period and \$1,000 per space for the performance period of October 1, 2016 – September 30, 2017.)
 - c. Contractors whose monthly daily average is less than 50% of the contracted spaces, IMCOM G-9 will determine if the contractors will reimburse IMCOM G-9 for the difference or the difference will be deducted from the first payment if a new option year will be exercised. (\$250 per space for the July 1 – September 30, 2016 performance period and \$1,000 per space for the performance period of October 1, 2016 – September 30, 2017.)
4. If the contract is terminated all funds for Army youth spaces not provided and/or maintained but paid will be returned to IMCOM G-9, Family and MWR within 30 days of the termination of the contract.
5. AYPYN funds can be used to support summer programs, evening programs (to include dances), weekend programs, and special events, but, attendance of such programs cannot be included in the monthly daily attendance.
6. AYPYN funds cannot be used to support any Interscholastic Athletic team in season to include Cheerleaders.

Additional Terms:

1. Any modification of this Operational Guidance must be in writing and shall be incorporate into the contract through a modification.
2. No party shall assign or otherwise delegate its obligations under the Operational Guidance without written consent from IMCOM G-9, Family and MWR.
3. IMCOM G-9 shall not be responsible for supervising, interfacing with, promoting or otherwise ensuring the health, safety or welfare of any participant or employee of the AYPYN project associated with the Contractors.

SPACE PAYMENT EXAMPLE

AYPYN Contractor A – Contracted for 100 Spaces

3rd Option Year is for a 15 month period of performance. The 1st modification will be for a 3 month period and the dollars per space will be pro-rated to equal \$250. The 2nd modification will be for a 12 month period and the dollars per space will be \$1,000.

Final spaces delivered during the 15 months will be determined by averaging the monthly daily attendance of Army-connected students during the period of Oct 1, 2016 – Apr 30, 2017.

Total dollars for the 3rd Option Year (15 months) is \$125,000. 1st modification is \$25,000 and the 2nd modification is \$100,000.

For the following example, Contractor A's average daily attendance for Army-connected students equaled 80.

Payments to Contractor A:

1st Payment – Modification's period of performance is July 1 – Sep 30, 2016: Payment for 100 spaces x \$250 (1/4 of the 12 month space payment of \$1,000 per space) = \$25,000.

2nd Payment – Modification's period of performance is Oct 1, 2016 to Sep 30, 2017 for 100 spaces x \$500 (1/2 of the 12 month space payment) = \$50,000.

10 months into the contract (April 30, 2017) the number of actual delivered spaces will be determined. Contractor A delivered 80 spaces. Contractor A's final payment will be determined by:

- Modification 1 – 80 spaces x \$250 = \$20,000
- Modification 2 – 80 spaces x \$1,000 = \$80,000
- Total dollars for the delivery of 80 spaces = \$100,000 (\$20,000 + \$80,000)
- Amount paid to Contractor A to date = \$75,000 (\$25,000 + \$50,000)
- Final payment due to Contractor A = \$25,000 (\$100,000 - \$75,000)