



BOARD OF EDUCATION OF THE CITY OF NEW YORK

HAROLD O. LEVY, *Chancellor*

DIVISION OF BUDGET OPERATIONS AND REVIEW

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MARJORIE BLUM

Executive Director

BOR ALLOCATION MEMORANDUM NO. 18, FY 2002

DATE: November 6, 2001

TO: **ALL SUPERINTENDENTS**

FROM: Marjorie Blum

SUBJECT: WORLD TRADE CENTER DISASTER RELIEF

The tragic events of September 11, 2001 have had a traumatic effect on the entire school system. Given the immensity of the disaster, there are thousands of students who have suffered loss in the family or community, many students have been displaced and others witnessed the horrific events. To help cope with these problems, the Federal government is providing disaster relief. The first phase of this aid targets counseling and mental health services to students who are experiencing signs of post-traumatic stress.

The present Federal assistance comes from two sources:

- Federal Department of Education -- Project entitled Schools' Emergency Response to Violence (SERV): \$4.225 Million, and
- Federal Emergency Management Assistance (FEMA): \$1.300 Million.

The Federal funds are being allocated to school districts with high numbers of student bereavement, or where school operations were directly affected (see budget section below).

PROGRAM

As mentioned earlier, the primary goal of Phase I is to provide expanded mental health services. Districts/schools will be able to choose how best to provide these expanded mental health services. The need demonstrated by individual students will determine the type, intensity and duration of services provided. The program may include the following services:

- School guidance counselors, school psychologists, school social workers and other staff before or after the school day or on weekends;
- Retired school guidance counselors, school psychologists and school social workers ("F" Status).
- Community-based organizations or other outside vendors that provide mental health services.

PURCHASING PROFESSIONAL SERVICES

Districts may need to turn to outside service providers to offer necessary counseling services to students and their families. Outside professional services may be most easily procured through existing Board of Education contracts, because the competitive bidding and selection processes have already been completed. Schools identifying appropriate service providers from among BOE contracted vendors may procure services simply by contacting the vendor and completing a purchase order. (For further instructions, see pages 65-77, "Procurement of Essential Professional Services" in the School Purchasing Guide.) Vendor information is available through district business managers and local procurement officers.

A list of professional service providers with Board-wide contracts in areas important for counseling and outreach to staff, students and families, including: substance abuse/drug/violence prevention; successful models for developing inter-group and interpersonal skills; student support services; and professional development services for creative conflict resolution and intercultural training and instruction is available through the Office of Purchasing Management's Web site, www.nycenet.edu/opm. A district may click on "Professional Service Contracts," click on the drop-down screen, and look for the appropriate service category. Click on the appropriate service, and a matrix, with contact information, will appear.

If services are to be purchased from a corporation or business that does not have a Board of Education contract, but has been identified as the only feasible source for obtaining certain services, a district may use purchase orders to spend up to a maximum of \$2,500 for services provided by the company in a fiscal year. The superintendent must approve these types of purchases prior to services being provided. Districts should follow all additional guidelines for purchasing professional services including obtaining bids or soliciting proposals if the vendor is not the only feasible source for obtaining services. (See pages 65-77 "Procurement of Essential Professional Services" in the School Purchasing Guide.)

If the cost of unique services purchased from an entity that does not have a Board of Education contract exceeds \$2,500, approval for the purchase must be sought from the Executive Director of the Division of Financial Operations (up to \$25,000) or the Exception to Competitive Bidding Committee (over \$25,000). An expedited priority process will be utilized to address these extraordinary circumstances.

Choosing professional services is a serious endeavor that requires knowing the district's needs and identifying a vendor to meet those needs. It is strongly recommended that staff meet with vendors and contact references prior to purchasing any professional services. Price should not be your only consideration. Selections should be based on criteria such as the vendor's experience, capacity and effectiveness.

BUDGET

Project SERV funds are being allocated to districts based on two factors:

- Bereavement: the number of students who lost family members or neighbors (districts with 80 or more bereaved pupils), and
- Location: the number of students attending schools located near the World Trade Center (below 14th Street).

FEMA funds are being allocated based on the number of students whose school was evacuated/relocated.

Additionally, funds from each revenue source are set aside for centrally administered professional development, non-public school services, and emergency needs as they arise.

District allocations appear on the attached table. Unique quick codes have been established for each of the Federal grants:

SERV	25185
FEMA	28590

Reimbursable scheduling rules enumerated in the Cost Factors Circular are to be followed with one exception; no indirect costs are to be scheduled.

Federal allocations may not be used to supplant funding for already existing programs/services. Up to 10% of the allocation may be used for OTPS expenditures associated with custodial costs for extended school openings and for instructional supplies to support the counseling program.

The federal government requires strict accounting of how funds are being spent. By using the above quick codes, financial tracking will be available in FAMIS. For program reporting, districts are required to submit plans describing the student services being provided and how those services are being delivered. Plans must be submitted no later than November 19th to Fran Goldstein, Supervising Superintendent, Division of Student Support, via fax (718. 935-3492), e-mail (fgoldst@nycboe.net), or regular mail (110 Livingston St, Room 510, Brooklyn NY 11201).

Thank you for your cooperation.

Attachment: Allocation Table

MB:MG

Email: Beverly Donohue, Fran Goldstein, Vincent B. Giordano, Linda Wernikoff, Directors of Operations

**FEDERAL EMERGENCY AID:
PROJECT SERV (DEPT of ED) and FEMA**

PROJECT SERV (DEPT. OF ED.)						FEMA	
Dist	BREAVEMENT		BELOW 14 ST.		ALLOCATION	Evacuated & Relocated Schs	
	over 80	Amount	Pupils	Amount		Pupils	ALLOCATION
1	--	--	8,531	\$286,621	\$286,621	--	--
2	--	--	8,435	283,396	283,396	7,609	\$274,217
6	142	\$300,978	--	--	300,978	--	--
8	82	173,804	--	--	173,804	--	--
25	148	313,696	--	--	313,696	--	--
31	265	561,685	--	--	561,685	--	--
71	102	216,196	9,516	319,715	535,911	7,190	259,116
72	89	188,641	--	--	188,641	--	--
79	--	--	3,282	110,268	110,268	185	6,667
SubT	828	\$1,755,000	29,764	\$1,000,000	\$2,755,000	14,984	\$540,000
67	Centrally provided professional development and emergency needs as needed				\$625,000		\$500,000
64	Non-Public School Services				\$845,000		\$260,000
Total					\$4,225,000		\$1,300,000