

# **FISCAL 2018 TERMS AND CONDITIONS**

**Administration for Children's Services (068)**  
**Unit of Appropriation [006]**

As a condition of the funds in unit of appropriation 006, the Administration for Children's Services shall submit to the Council, no later than April 15, 2018, a report detailing the number of youth aging out of foster care. Such report shall also include, if known, the number of youth aging out of foster care who also enter publicly funded shelters in the Department of Homeless Services and shall cover the period of July 1, 2017 through March 31, 2018.

**Capital Budget**  
**All Project Lines – All Projects**

Where the Commissioner of the appropriate agency determines to change the project location for projects in the capital budget funded by Council Member discretionary funding, such Commissioner shall notify the affected Council Member prior to implementing such determination.

**Capital Budget**  
**All Project Lines – All Projects**

The appropriations for all projects in the capital budget shall be administered under, and in accordance with, the appropriate provisions of the New York City Charter and the Administrative Code.

Each agency shall be required to ensure with regard to each project under its jurisdiction that the City's Financial Management System is adequately updated with project milestones and explanations for any delays in the schedules of each project.

**Capital Budget**  
**Budget Line HA-0001 – All Projects**

In relation to the funding in budget line HA-0001 for the Mayor’s Action Plan (“MAP”) for Neighborhood Safety at the New York City Housing Authority (“NYCHA”), NYCHA shall provide to the City Council, no later than December 31, 2017, a report detailing the categories of physical improvements made with the MAP funding, the number of each type of improvement that has been completed or for which construction has begun, and the location of each improvement completed or for which construction has begun.

**Capital Budget**  
**Budget Line HA-0001 – All Projects**

In relation to the funding in budget line HA-0001 for building facades, the New York City Housing Authority shall submit to the Council semi-annual reports regarding sidewalk shedding. Such reports shall include the amount of sidewalk shedding removed (in terms of feet and miles) and the amount of sidewalk shedding installed (in terms of feet and miles) that has been installed, disaggregated by development.

The semi-annual reports shall be submitted as follows: the first report shall be submitted no later than January 15, 2018 and shall cover the period beginning July 1, 2017 and ending December 31, 2017. The second report shall be submitted no later than July 15, 2018 and shall cover the period beginning January 1, 2018 and ending June 30, 2018.

**Department for the Aging (125)**  
**Unit of Appropriation [002]**  
**Unit of Appropriation [003]**

As a condition of the funds in units of appropriation numbers 002 and 003, the Department for the Aging shall submit to the Council, no later than April 15, 2018, a report on senior center utilization, attendance, and meals served. Such report shall contain the average daily attendance, average number of meals served daily, and utilization rate of senior centers, disaggregated by Innovative Senior Centers and Neighborhood Senior Centers.

Such report shall cover the period between July 1, 2017 and March 31, 2018.

**Department for the Aging (125)**  
**Unit of Appropriation [002]**  
**Unit of Appropriation [003]**

As a condition of the funds in units of appropriation numbers 002 and 003, the Department for the Aging shall submit to the Council, no later than April 15, 2018, a report on the demographics of individuals utilizing senior centers, as practicable, including gender, age, race (American Indian, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White) and ethnicity (Hispanic, Latino, or Spanish), disaggregated by Innovative Senior Centers and Neighborhood Senior Centers.

Such report shall cover the period between July 1, 2017 and March 31, 2018.



**Department of City Planning (030)**  
**Unit of Appropriation [001]**

As a condition of the funds in unit of appropriation 001, the Department of City Planning shall, within forty-five (45) days of the completion of a neighborhood rezoning, submit a report to the Council on the amount of funds remaining in the Neighborhood Development Fund.

**Department of Correction (072)**  
**Unit of Appropriation [001]**  
**Unit of Appropriation [002]**  
**Unit of Appropriation [003]**  
**Unit of Appropriation [004]**

As a condition of the funds in unit of appropriation numbers 001, 002, 003, and 004, the Department of Correction shall submit a report, no later than October 15, 2017, detailing the demographics of uniformed personnel, including gender, race (American Indian, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White) and ethnicity (Hispanic, Latino, or Spanish). Such information shall be disaggregated by rank, gender, race and ethnicity.

**Department of Correction (072)**  
**Unit of Appropriation [002]**  
**Unit of Appropriation [003]**

As a condition of the funds in unit of appropriation numbers 002 and 003, the Department of Correction shall provide semi-annual headcount reports to the Council detailing the number of uniform officers that perform duties that do not require uniformed expertise or other duties traditionally and primarily performed by civilian employees. Such report shall be disaggregated by rank, and shall include the salary range, the average salary, and title of the civilian positions in which the uniformed officers are working.

The semi-annual reports shall be submitted as follows: the first report shall be submitted on or before January 15, 2018 and shall cover the period beginning July 1, 2017 and ending December 31, 2017. The second report shall be submitted on or before July 15, 2018 and shall cover the period beginning January 1, 2018 and ending June 30, 2018.

**Department of Correction (072)**  
**Unit of Appropriation [001]**  
**Unit of Appropriation [002]**  
**Unit of Appropriation [003]**  
**Unit of Appropriation [004]**

As a condition to the expenditure of funds appropriated to the unit of appropriation numbers 001, 002, 003, and 004, the Department shall ensure that a component of an inmate's discharge plan shall be to inform them of the process of obtaining a birth certificate. The Department shall also provide to the Council a report, no later than July 15, 2018, detailing: 1) the number of inmates who have requested a copy of their certified birth certificate within two weeks prior to release from custody; 2) the number of certified birth certificates that were provided pursuant to such request; and 3) the number of requests made to the Department of Health and Mental Hygiene in accordance with such request.

Such information shall include: 1) the number of inmates who were denied a certified copy of their birth certificate; 2) the reason for such denial; and 3) the number of inmates who received a copy of their certified birth certificate prior to release.

The data provided shall be applicable to any person born in New York City and sentenced to ninety days or more in a New York City correctional facility who will serve, after sentencing, thirty days or more in a New York City correctional facility.

Such report shall cover the period of July 1, 2017 through June 30, 2018.

**Department of Education (040)**  
**Unit of Appropriation [401]**  
**Unit of Appropriation [403]**  
**Unit of Appropriation [453]**

As a condition of the funds in unit of appropriation numbers 401, 403, and 453 for the Public School Athletic League (“PSAL”), the Department of Education shall provide a report to the City Council, no later than April 1, 2018, listing each sports team that received funding for the 2017-2018 school year. Such list shall be disaggregated by 1) sport; 2) gender; 3) school name; 4) school DBN; 5) sport season; 6) league (i.e. PSAL, Small Schools Athletic League (“SSAL”), or transfer); and 7) amount of funding provided by PSAL for each team. Such report shall also include a list of all teams that were rejected by PSAL for formation in the 2016-2017 school year, disaggregated by 1) sport; 2) gender; 3) school name; 4) school DBN; 5) league; and 6) reason for denial. The report shall also include a breakdown of PSAL’s total funding (not including funding provided for teams) by PS and OTPS.

**Department of Education (040)**  
**Unit of Appropriation [406]**

As a condition of the funds in unit of appropriation number 406, the Department of Education shall provide a semi-annual list to the City Council detailing the total number of charter schools, listed by name and address, funded in such unit of appropriation. Such list shall also contain the total number of enrolled students in each charter school, disaggregated by grade. The semi-annual list shall also contain the following information for all charter schools funded in such unit of appropriation, in the aggregate: 1) the total number of enrolled students, disaggregated by grade; 2) the total number of enrolled Special Education students, disaggregated by grade; 3) the total number of enrolled General Education students, disaggregated by grade; 4) the total number of enrolled English Language Learner students, disaggregated by grade; 5) the total number of students provided free or reduced price school lunches, disaggregated by grade; and 6) the total sum of year-end projected payments, disaggregated by payments for general education students and payments for special education students with the payments for special education students further disaggregated by tuition payment category.

Such list shall be provided to the Council on December 1, 2017 and June 1, 2018.

**Department of Education (040)**  
**Units of Appropriation [All]**

As a condition of this appropriation, the Department of Education shall issue the Financial Status Report for the following dates:

<b>Financial Status Report</b>	<b>Report Content</b>	<b>Anticipated Meeting Date</b>	<b>Issue Date</b>
September 2017	FY18 FSR - Opening Condition	TBD	TBD
October 2017	FY17 Year-End Close	TBD	TBD
December 2017	FY18 FSR update; FY18 November Plan Summary	TBD	TBD
February 2018	FY18 FSR update, including Fiscal Analysis; FY18 Preliminary Budget Summary	TBD	TBD
March 2018	FY18 FSR update	TBD	TBD
May 2018	FY18 FSR update; FY19 Executive Budget	TBD	TBD

**Department of Education (040)**  
**Unit of Appropriation [401]**  
**Unit of Appropriation [403]**  
**Unit of Appropriation [407]**  
**Unit of Appropriation [409]**  
**Unit of Appropriation [481]**

As a condition of the funds in unit of appropriation numbers 401, 403, 407, 409, and 481 the Department shall provide semi-annual headcount reports to the Council that lists school-based staff by title and Borough Field Support Center-based staff by title. Additionally, the Department must report on staff by title for all pre-kindergarten staff in Department of Education facilities and non-Department of Education facilities. The semi-annual reports shall be submitted as follows: the first report shall be submitted on or before January 15, 2018 and shall cover the period beginning July 1, 2017 and ending December 31, 2017. The second report shall be submitted on or before July 15, 2018 and shall cover the period beginning January 1, 2018 and ending June 30, 2018.



**Department of Education (040)**  
**Unit of Appropriation [408]**

As a condition of the funds in unit of appropriation number 408, the Department of Education shall submit to the Council, no later than December 1, 2017, a report on universal prekindergarten enrollment, including the number of students enrolled in a full-day program and the number of students enrolled in a half-day program, as well as the number of full-day classrooms and the number of half-day classrooms, disaggregated by Department of Education facility and non-Department of Education facility.

**Department of Education (040)**  
**Unit of Appropriation [436]**

**School Construction Authority (040)**  
**Budget Line E2360 – All Projects**

As a condition of the funds in unit of appropriation number 436 and budget line E2360, the Department of Education and the School Construction Authority shall submit semi-annual reports to the Council regarding the installation and replacement of air conditioners. Such report shall provide the following information for each school (identified by name and DBN): 1) if the school has central air conditioning, whether it is functioning or non-functioning; 2) the total number of classrooms, auditoriums, gyms, and other instructional spaces, disaggregated by those spaces with functioning air conditioners, non-functioning air conditioners, and no air conditioner; 3) for each such space with a non-functioning air conditioner or without an air conditioner, a schedule and estimated cost for replacement or installation of air conditioners; 4) the number of instructional spaces that require electrical upgrades in order to make air conditioning installations, and 5) the estimated cost of each electrical upgrade project. Such report shall also list all installation and replacement projects begun and completed during the reporting period, as well as an explanation of the process or criteria by which those schools and classrooms were prioritized.

The semi-annual reports shall be submitted as follows: the first report shall be submitted no later than October 15, 2017 and shall cover the period beginning July 1, 2017 and ending September 30, 2017. The second report shall be submitted no later than April 1, 2018 and shall cover the period beginning October 1, 2017 and ending March 15, 2018.

**Department of Education (040)**  
**Unit of Appropriation [481]**

As a condition of the funds in unit of appropriation number 481, the Department of Education shall submit a report to the Council, no later than May 15, 2018, regarding adult literacy programs offered directly by, or pursuant to a contract with, the City. Such report shall include 1) the number of adult literacy programs offered, disaggregated by those issued directly by the Department of Education and those provided pursuant to contract; 2) the number of applicants who applied to such programs; 3) the number of such applicants who were denied admission to such programs and the reasons for such denials; 4) the total number of enrolled students in such programs; and 5) student outcomes of such programs. Such report shall cover the period of July 1, 2017 to April 30, 2018.

**Department of Education (040)**  
**Unit of Appropriation [406]**

As a condition of the funds in unit of appropriation number 406, the Department shall submit a report to the Council, no later than February 1, 2018, which shall list each building leased by a charter school for which the charter school is paid a lease subsidy by the Department. The report shall include, for each building: 1) the names of the charter school and charter operator; 2) the address; 3) the start and end dates of the lease, 4) the annual cost of the lease; 5) the monthly lease payment from the Department; 6) the total lease payments from the Department to date, and 7) projected total lease payments from the Department for fiscal year 2018.

**Department of Education (040)**  
**Unit of Appropriation [407]**  
**Unit of Appropriation [408]**

As a condition of the funds in units of appropriation number 407 and 408, the Department of Education shall submit to the Council, no later than February 1, 2018, a report on 3K for All enrollment, including the number of students enrolled in a full-day program and the number of students enrolled in a half-day program.

**Department of Finance (836)**  
**Unit of Appropriation [001]**  
**Unit of Appropriation [011]**

No later than May 1, 2018, as a condition of the funds in units of appropriation 001 and 011, the Department of Finance shall submit to the Council an annual report detailing the number and nature of inquiries received by the Taxpayer Advocate regarding property tax exemptions or business tax exemptions, whichever is applicable for Fiscal 2018. Such report shall also include the number, nature, and resolution of complaints received by the Taxpayer Advocate; any recommendations made by the Taxpayer Advocate to the commissioner; the acceptance and denial rates of such recommendations by the commissioner; and the number and nature of inquiries referred to the Taxpayer Advocate by the ombudspersons at the Department; and the number and nature of inquiries referred to the Taxpayer Advocate by 311.

**Department of Health and Mental Hygiene (816)**  
**Unit of Appropriation [107]**  
**Unit of Appropriation [117]**

As a condition of the funds in unit of appropriation numbers 107 and 117, the Department of Health and Mental Health shall provide to the City Council and make available on the Department's website, no later than December 31, 2017, a list of City-funded providers, categorized by location, that offer oral health services. The Department shall also use best efforts to expand outreach about City-funded oral health care programs that are available to New York City residents.

**Department of Health and Mental Hygiene (816)**  
**Unit of Appropriation [102]**  
**Unit of Appropriation [112]**

As a condition of the funds in unit of appropriation numbers 102 and 112, the Department of Health and Mental Hygiene shall submit to the Council a report detailing the wait times for services sought in the Department's clinics no later than April 1, 2018. The report shall provide the average wait times of services sought, disaggregated by service type, for each of the Department's clinics.

Such report shall cover the period of April 1, 2017 through March 1, 2018.

**Department of Sanitation (827)**



**Unit of Appropriation [101]**  
**Unit of Appropriation [102]**  
**Unit of Appropriation [103]**  
**Unit of Appropriation [104]**  
**Unit of Appropriation [105]**  
**Unit of Appropriation [107]**

As a condition of the funds in unit of appropriation numbers 101, 102, 103, 104, 105, and 107, the Department of Sanitation shall submit a report, no later than October 15, 2017, detailing the demographics of uniformed personnel, including gender, race (American Indian, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White) and ethnicity (Hispanic, Latino, or Spanish). Such information shall be disaggregated by rank, gender, race and ethnicity.

### **Unit of Appropriation [312]**

As a condition of the funds in unit of appropriation number 312 for the Department of Youth and Community Development's Summer Youth Employment Program, the Department shall provide, via mail or by electronic means, to all of its contract recipients literature advertising the availability of free and reduced cost breakfast and lunch under the "Got Breakfast" Program and the Department of Education's Summer Breakfast and Lunch Programs, and shall request the contractors to provide to participants the addresses of the closest locations at which these youth may avail themselves of these meals.

**Fire Department (057)**  
**Unit of Appropriation [001]**  
**Unit of Appropriation [002]**  
**Unit of Appropriation [003]**  
**Unit of Appropriation [004]**  
**Unit of Appropriation [005]**  
**Unit of Appropriation [006]**  
**Unit of Appropriation [007]**  
**Unit of Appropriation [008]**

As a condition of the funds in unit of appropriation numbers 001, 002, 003, 004, 005, 006, 007, and 008, the Fire Department shall submit a report, no later than October 15, 2017, detailing the demographics of uniformed personnel, including gender, race (American Indian, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White) and ethnicity (Hispanic, Latino, or Spanish). Such information shall be disaggregated by rank, gender, race and ethnicity.

**Fire Department (057)**  
**Unit of Appropriation [009]**  
**Unit of Appropriation [010]**

As a condition of the funds in unit of appropriation numbers 009 and 010, the Fire Department shall submit a report, no later than October 15, 2017, detailing the demographics of all Emergency Medical Services personnel, including gender, race (American Indian, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White) and ethnicity (Hispanic, Latino, or Spanish). Such information shall be disaggregated by title, gender, race and ethnicity.

**Health and Hospitals Corporation (819)**  
**Unit of Appropriation [001]**

As a condition of the funds in unit of appropriation number 001, the Health and Hospitals Corporation shall submit to the Council, no later than December 31, 2017 a report on the hospital utilization rate of beds and the average length of stay, in total and disaggregated by hospital.

**New York Police Department (056)**  
**Unit of Appropriation [001]**  
**Unit of Appropriation [100]**

No later than September 30, 2018, as a condition of funds in units of appropriation 001 and 100, the Commissioner of the New York Police Department (“NYPD”) shall submit a report regarding school crossing guard intersection locations. Following consultation with the Department of Education and Department of Transportation, the NYPD’s report shall include: 1) the criteria utilized to determine school crossing guard intersections and crossing guard allocations; 2) for each location, the location's proximity to existing schools. In addition, the NYPD’s report shall detail any changes to the school crossing guard training manual and patrol guide sections related to crossing guard deployment. Finally, the report shall detail, for both crossing guards and crossing guard supervisors: 1) the budgeted headcount, 2) actual headcount, and 3) vacancies, disaggregated by patrol borough and precinct and provided in a machine-readable format.

**Unit of Appropriation [001]**  
**Unit of Appropriation [002]**  
**Unit of Appropriation [003]**  
**Unit of Appropriation [004]**  
**Unit of Appropriation [006]**  
**Unit of Appropriation [007]**  
**Unit of Appropriation [008]**  
**Unit of Appropriation [009]**

As a condition of the funds in unit of appropriation numbers 001, 002, 003, 004,006, 007, 008, and 009, the New York Police Department shall submit a report to the Council, no later than October 15, 2017, detailing the demographics of uniformed personnel, including gender, race (American Indian, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White) and ethnicity (Hispanic, Latino, or Spanish). Such information shall be disaggregated by rank, gender, race, and ethnicity.

**New York Police Department (056)**  
**Unit of Appropriation [004]**

As a condition of unit of appropriation 004, the New York Police Department shall report to the Council, no later than April 1, 2018, on training related to gender-based harassment and sexual assault. Each report shall contain: 1) the total number of employees trained, disaggregated by title; 2) total expenditures in the current fiscal year (to date) related to such training; and 3) the projected timeline for remaining employees (by title) to receive such training.



**Department of Small Business Services (801)**  
**Unit of Appropriation [010]**  
**Unit of Appropriation [011]**

As a condition of the funds in unit of appropriation numbers 010 and 011 for Workforce One programs, the Department of Small Business Services shall provide to the Council, no later than April 1, 2018, a report detailing the: 1) number of registrants placed at jobs; 2) zip codes in which registrants placed at jobs reside; 3) job category/job classification of job placements (direct-managed hires or self-placement); 4) industry of job placement; and 5) average hourly wage at placement.

**Mayoralty (002)**  
**Unit of Appropriation [050]**  
**Unit of Appropriation [051]**

As a condition of the funds in unit of appropriation numbers 050 and 051, the Criminal Justice Coordinator shall provide semi-annual headcount reports to the Council that detail the total number of staff associated with the Office of Special Enforcement, disaggregated by title and agency. The semi-annual reports shall be submitted as follows: the first report shall be submitted no later than January 15, 2018 and shall cover the period beginning July 1, 2017 and ending December 31, 2017. The second report shall be submitted no later than July 15, 2018 and shall cover the period beginning January 1, 2018 and ending June 30, 2018.