

DUTCHESS COUNTY WORKFORCE INVESTMENT BOARD

Request for Proposal to Provide Summer Youth Employment Programs

February 22, 2019

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Summer Youth Employment Programs





Dutchess County Workforce Investment Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100

SUMMER EMPLOYMENT 2019

Request for Proposals – Employment Component

*** The NYS Budget includes \$40 million for Summer Youth Employment. The funds are not yet allocated for individual county programs. It is advisable that submitted proposals be accompanied by a flexible budget. ***

INTRODUCTION

Dutchess County Workforce Investment Board (DCWIB) is soliciting competitive proposals for summer employment for TANF eligible youth residents of Dutchess County. Proposals will be funded to employ youth in positions that will give them the opportunity to be challenged and productive, enhance their self-esteem, and develop transferable skills applicable to entry level jobs participants may apply for in the future. The 2019 program will incorporate a financial literacy component for all participants. The SYEP timeline allows providers time to review the universal applications, develop job placements, conduct youth orientations and schedule the financial literacy workshops that would improve the quality of experience for participants.

SUBMISSION INFORMATION

Please send the original and 6 copies of your proposal to Louise McLoughlin at the address above for receipt no later than **1:00 p.m. on March 27, 2019**. Proposals postmarked or hand-delivered after this date and time or incomplete applications will not be given funding consideration. Programs that were not successful in filling all of their required slots, spending their allocations or failing to meet the youth wage requirement in previous years may be excluded from funding consideration. The DCWIB reserves the right to terminate this RFP process at any time.

PROPOSAL CONTENTS

Completed Forms

Signed Application and Program Narrative

Program Budget

Budget Narrative

Other Documents

Board List

Organizational Chart

Current Audit Report*

Cost Allocation Plan*

**Only one copy of each of these is required*

PROGRAM STRUCTURE

The 2019 SYEP can begin June 24, 2019 contingent upon completion and execution of a contract with the awarded organization and the Dutchess County Workforce Investment Board. Expenses prior to the execution date of a contract will not be considered. Youth may work up until September 30, 2019. The ideal SYEP program will run from 6/24/19-8/16/19. Programs must submit final vouchers for reconciliation and final payment no later than Tuesday, October 1, 2019 at 1:00 PM.

EXPANDED ACCESS FOR ALL ELIGIBLE YOUTH

Universal Application

In an effort to make this program available to all eligible youth in Dutchess County, the DCWIB will issue a Universal SYEP application 4/1/19. Youth will be able to apply to be a part of a SYEP program for the summer of 2019. Applications will be screened by the DCWIB and provided to award recipients. Programs awarded funding will contact these youth and invite them in for an information session and screen eligibility for their program. Program managers will provide to the DCWIB by 6/15/19 a list of youth accepted and youth not accepted. It is required that if a youth is not accepted a reason is given.

Youth Eligibility

Youth, ages 14-20, from low income households (Family Assistance recipients, former FA recipients that have reached their 60-month limit and transitioned to Safety Net Assistance, or under 200% of federal poverty guidelines, including SNAP, MA, HEAP and SSI recipients) throughout Dutchess County. Youth must meet the age requirement by July 1, 2019.

TANF eligibility must meet the 200% of Poverty Income Guidelines for 2019. If the family's income is greater than that listed, they are not eligible for the TANF program. All candidates must be screened and determined eligible by the DCWIB before the youth is accepted into the program. Programs are responsible for providing proof of TANF eligibility and parent/guardian approval is needed. Youth may not start program activities or work until they have been certified eligible by the DCWIB. All copies of eligibility documentation must be kept in individual participant files in accordance with NYS guidelines and be made available for monitoring.

EXPANDED ACCESS TO UNDERSERVED POPULATIONS

Programs should ensure that Youth with a disability as well as youth from Foster Care, Juvenile Justice or Homeless Shelters are reached through recruitment and marketing efforts. Proof of this outreach is required and must be submitted by July 18, 2019.

NEW FOR 2019

Project Description:

This program is a structured work-based program. The components of the program include an orientation, financial literacy workshop by Cornell Cooperative Extension, and a final youth program called the Youth Summit.

Wage Requirements:

Youth must be paid NYS minimum wage (\$11.10) for employment hours. Programs are responsible to ensure youth are working within NYS labor laws.

Work Eligibility:

Youth are considered accepted and part of the program when the agency receives verification from the DCWIB that they can be added to the program's roster. Youth can begin to work after they are on the official roster.

Orientation:

Programs may hold orientation(s) from June 24, 2019 – June 30, 2019. The orientation(s) can be paid or unpaid and include the following: explanation of program goals and expectations, sexual harassment training (mandatory), review job descriptions and worksite agreements, work place training, work place etiquette, teamwork and conflict resolution, workplace health and safety, child labor laws and job-readiness training. Youth will need to complete a budget, a DCWIB survey and the SYEP 2019 Portfolio Cover Sheet.

Youth Summit - formerly “Closing Ceremonies”

All program participants, program staff and their supervisors will be expected to attend the Youth Summit to be held on or about **August 15, 2019**. Programs are also responsible for the transportation of youth to and from these events and are expected to stay on site for the duration of the events. Ratio of adult to youth is expected to be maintained at a 4:1 ratio with the adult actively participating in all activities as needed. The event location is in Poughkeepsie NY.

Financial Literacy Training

All program participants must participate in and complete a financial literacy component. Cornell Cooperative Extension will provide this 3-hour session during the first two-weeks of August. Contact information will be provided at the mandatory Awards meeting. This should be incorporated into your budget. Youth are required to participate in this session and complete a personal budget.

Mandatory Participation

Participation in financial literacy and the Youth Summit is not voluntary. Submissions to this RFP must be done with the understanding and acknowledgement that each grantee will make appropriate accommodations to support the success of this component.

SYEP 2019 BUDGET GUIDELINES

Budgets must be reasonable and:

- Have at least 61% of the requested amount allocated for student wages/stipends.
- Have no more than 15% of the requested amount allocated for administrative expenses where admin is calculated using the following equation: $\text{Program Costs} \times 15\% = \text{Admin}$. Lower administrative costs will be favored when rating proposals.
- Program meals and snacks should directly correspond to youth attendance.
- More than one provider may be selected for funding for 2019.
- Allowable costs and services include work subsidies for youth; a youth orientation, financial literacy; and supportive services, including transportation and employment related services.

MARKETING MATERIALS

Marketing materials must be inclusive of all eligible youth and be age appropriate and well thought out. Marketing and program materials must include the statement *“This program is paid for in part by the County of Dutchess and the Dutchess County Workforce Investment Board.”*

RECORD-KEEPING AND REPORTING

The DCWIB will provide contractors with a set of forms for record-keeping and reporting at the onset of SYEP 2019. Information will be provided at the Mandatory Awards Meeting.

PERFORMANCE REQUIREMENTS

DCWIB requires that the staff working with this summer program will have no familial ties to the youth they supervise or mentor and are under no circumstances to be paid with TANF funds. If a youth is enrolled in a program that a family member is employed by, the DCWIB must be informed in writing and proof of the supervision chain must be provided.

All programs that receive funding through this RFP will be required to have worksite agreements with each work site where the youth work and/or are employed.

In addition to the worksite agreement, programs receiving funding through this RFP must provide the youth with a safe work environment. Meaning, all contractors must certify that worksites meet all federal, state and local standards appropriate to the conduct of their business.

DCWIB WILL MONITOR ALL PROGRAMS THROUGHOUT THE SUMMER.