



Dutchess County Workforce Investment Board

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

**SUMMER EMPLOYMENT 2020
Request for Proposals – Application**

*** The NYS Budget includes \$45 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. ***

Program Name _____

Organization _____

Street Address _____

City _____ Zip Code _____

Contact Person _____ Phone _____

Title _____

Email _____

Program Cost \$ _____ Budget Request \$ _____

Program Locations _____

Day and Hours _____

Youth served by this grant _____ Cost per youth \$ _____

% of Youth Wages _____

CERTIFICATION: I hereby certify that all the information stated herein is true and accurate. I have read and understand the program parameters and I am authorized to submit this application on behalf of the applicant.

NAME _____

SIGNATURE _____

DATE ____/____/____

PROGRAM NARRATIVE- Sections 1 and 2

Please answer the following questions. At the AGENCY PRESENTATIONS on April 16, 2020, the DCWIB will ask you to do a brief presentation of the program as presented in this RFP response. Be prepared to answer questions on your submission. Please note a SCORING RUBRIC is included with this RFP.

SECTION 1: PROGRAM & WORK EXPERIENCE- TOTAL 60 POINTS

1. Describe the orientation process for the youth (What is your schedule for the one-week orientation? Will it be paid/unpaid? Is it mandatory? Why/why not? What sessions/workshops will be held? What will the youth learn?)- 10 POINTS
2. Describe the *work experience* and its structure- 15 POINTS
What will the youth be doing for work? How many hours per week will they work? What employers have you lined up? What types of jobs will youth hold?
3. Please describe your agency's experience working with youth in the past 3 years. 5 POINTS
4. How do you ensure a safe, welcoming and inclusive environment where all youth are treated with dignity and respect? Describe staff training and program staff supervision and protocols for youth staff behavior. Please include your Code of Conduct. - 10 POINTS
5. Who will supervise the youth while they are working and how and when will youth receive feedback? - 10 POINTS
6. Explain the supportive services that your program offers youth enrolled in this program. (Include transportation, food, agency referrals, etc.) – 10 POINTS

SECTION 2: BUDGET & FINANCE- TOTAL 40 POINTS

8. Can you meet the insurance requirements? Yes No
9. Program Budget (15 Points)
10. Budget Narrative (15 Points)
The following attachments should be completed and included with each copy of your application:
11. Board List (2.5 Point)
12. Organizational Chart (2.5 Point)
13. One copy of your most recent audit report should be submitted as well and one copy of your cost allocation plan.