



Dutchess County Workforce Development Board

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

“Building Partnerships for Workforce Solutions”

DUTCHESS COUNTY WORKFORCE INVESTMENT BOARD

2025 Request for Proposal to Provide Youth Work Experience

Request for Proposal to Provide Youth Work Experience

Funded by

Dutchess County Government

(Dutchess County Community and Family Services)





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The Dutchess County Workforce Investment Board (DCWIB) is accepting proposals for Youth Work Experience commencing September 2025.

IMPORTANT DATES:

Issue Date: October 8, 2025

Proposals Due: Ongoing

Program Dates: September 1, 2025 – June 30, 2026

CONTACT

Dutchess County Workforce Investment Board

3 Neptune Road

Poughkeepsie, NY 12601

E-Mail: taylor@dcwib.org Attn: Youth Employment Program (YEP) RFP

Please be advised that all matters concerning this RFP are to be directed in writing to the above-listed contact.

Read this RFP carefully.

INTRODUCTION

Dutchess County Workforce Investment Board (DCWIB) is soliciting competitive proposals for the Youth Employment Program (YEP) for TANF eligible youth residents of Dutchess County. Funded proposals will employ youth within businesses, non-profits, the arts, and agricultural enterprises. Youth are to be challenged and productive, while developing transferable skills applicable to entry level jobs. The YEP program requires financial literacy and digital literacy for all participants.

SUBMISSION INFORMATION

Proposals should be combined into a single PDF and labeled “YEP 2025 Proposal by <AGENCY NAME>” and should be uploaded directly to DCWIB’s Dropbox. **Password: DCWIB123!**

<https://www.dropbox.com/scl/fo/pk1bg0esp2elovgbn2kag/AGqyNA-f6VnSgJ8Xq6IzTU8?rlkey=weuia5x6n1812l1u32ynvfnib&st=h0vss5s3&dl=0>



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IMPORTANT TO NOTE

Incomplete applications will not be given consideration for funding. Programs that were not successful in filling all of their required slots, spending their allocations, missing programmatic or fiscal reporting deadline or failing to meet the youth wage requirement for YEP or SYEP in prior years (2017- 2025) may be excluded from funding consideration. The DCWIB reserves the right to terminate this RFP process at any time.

PROPOSAL CONTENTS

- Program Narrative
- Program Budget
- Budget Narrative

Other Documents

- Current Inventory List if program utilizes specialized equipment
- Board List
- Organizational Chart
- Current Audit Report
- Cost Allocation Plan

PROGRAM STRUCTURE

The 2025-2026 Youth Employment Program (YEP) can begin upon completion and execution of a contract with the awarded organization and the Dutchess County Workforce Investment Board. Expenses incurred prior to the execution date of a contract will not be considered. YEP will run from 9/1/2025 until 6/30/2026. Youth may work until June 30, 2026. Programs must submit final vouchers for reconciliation and final payment no later than Friday, July 31, 2026 at 5:00 PM.

A successful application will include:

- A youth orientation.
- Up to 130 hours of work experience per youth
- Youth fringe is actual taxes/fees
- Youth work no more than 8-10 hours per week
- Work experience exposes youth to jobs in in-demand industries
- Youth wage is equal to minimum wage.
- Youth work experience site is tied to the youth’s career interests
- Program utilize partnerships with businesses, non-profits and government organizations

TIMELINE

The following schedule is for informational purposes only. The DCWIB reserves the right to amend this schedule at any time.

Request for Proposals (RFP) Release:

October 8, 2025



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Proposals Due:

Ongoing

Anticipated Award Notification:

Three weeks after submission

RFP proposals will be reviewed by our YEP Committee. You will be notified once the committee has completed its review

Please be advised that all matters concerning this RFP, from the date of issuance until the proposals are received, are to be directed in writing to the email address above (*No Phone Calls Will Be Accepted*). The Frequently Asked Questions (FAQs) will be posted at www.dcwib.org.

YEP GOALS AND OBJECTIVES:

YEP is an important platform which is intended to help reduce community gun violence and youth criminal justice involvement by providing year-round employment opportunities. Research shows that vulnerable at-risk and unemployed youth can face struggles later in life, including poverty, dependence on public assistance programs and criminal justice involvement. In addition, youth exposed to trauma and violence may suffer long-term harmful effects later in life, including barriers to successful employment and financial stability.

The overarching goal of YEP is to provide youth with a set of work-related experiences that will better prepare them to succeed in future employment. YEP should help participants achieve the following objectives:

- Learn and develop skills in a work environment after school responsibilities are fulfilled.
- Identify transferable skills.
- Experience workplace norms and culture.
- Increase financial literacy and learn how to manage money.
- Develop social skills including communication, critical thinking, decision-making/problem-solving, and self-management.
- Understand career pathways including the linkages between educational attainment, relevant experience, demonstrable skills, and career advancement.
- Build professional networks.

These funds support programs which include employment, education and/or career exploration opportunities for TANF-eligible youth. This funding is further intended to support employment programs for youth at risk of gun violence as part of a statewide gun violence reduction intervention model.

The 2025-2026 YEP will serve youth 14 to 20 years of age and will operate from September 1, 2025, to June 30, 2026. Participant enrollments for the months of July and August are expected to be funded through the Summer Youth Employment Program (SYEP) allocation.

EXPLANATION OF YOUTH ELIGIBILITY

Youth, ages 14-20, from low-income households (Family Assistance recipients, former FA recipients who have reached their 60-month limit and transitioned to Safety Net Assistance, and/or those under 200% of



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2022 Federal Poverty Guidelines, including SNAP, MA, HEAP and SSI recipients) throughout Dutchess County. Youth must meet the age requirement by employment start date.

RECRUITMENT

Contractees will select participants from the pool of youth who apply for YEP through the Universal Application Process.

WAGE REQUIREMENTS:

Youth must be paid minimum wage for employment hours. Programs are responsible for ensuring youth are working within NYS labor laws.

WORK ELIGIBILITY:

Youth applicants are considered accepted and part of YEP 2025 when your organization receives verification from the DCWIB that they can be added to the program's roster. Youth begin work after they are on the official roster.

ORIENTATION:

The orientation should include the following:

1. Review of job descriptions and worksite agreements.
2. Creation of a personal budget.
3. Creation of resume or list of transferable skills.
4. Sexual harassment training.
5. Explanation of program goals and expectations.
6. Job readiness training.

YEP 2025 BUDGET GUIDELINES

Budgets must be reasonable and:

- Should have at least 63% of the requested amount allocated for student wages/stipends.
- Youth fringe is to be actual cost of youth wages plus taxes/fees (approx. 20%)
- Programs with lower administrative costs will be favored when rating proposals.
- Program meals and snacks should directly correspond to youth attendance.
- More than one provider will be selected for funding for 2025.
- Allowable costs and services include work subsidies for youth; a youth orientation, financial literacy, digital literacy assessment *and* supportive services, including transportation and employment related services.
- Acceptance of your organization's Program Proposal does not guarantee acceptance of the program as proposed and/or your Budget Proposal. Scope and actual will be finalized prior to signing the 2025-2026 YEP contract with the DCWIB.
- Programs that require specialized equipment should include a current inventory list of required equipment.



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RECORD-KEEPING AND REPORTING

The DCWIB will provide contractors with a set of forms for record-keeping and reporting at the onset of YEP 2025-2026. Information will be provided at the *YEP 2025 Launch Meeting*.

PERFORMANCE REQUIREMENTS

- DCWIB requires that the staff working with this program 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 employs a family member, 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 worksite where a youth works and/or is 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.



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DCWIB WILL MONITOR ALL PROGRAMS.

SCHEDULED AND UNSCHEDULED SITE VISITS WILL OCCUR.



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YEP 2025-2026

Request for Proposals – Application

Program Name _____

Organization _____

Street Address _____

City _____ Zip Code _____

Contact (signer) _____ Phone _____

Title _____

Email _____

Fiscal Contact _____ Phone _____

Email _____

Program Contact _____ Phone _____

Email _____

Program Cost \$ _____ Budget Request \$ _____

Program Locations _____

Day and Hours _____



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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 ____/____/____



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YEP 2025-2026

Request for Proposals - Application

Budget Narrative – Please explain how the budget was developed for each of the sections below:

Personnel	
Fringe Benefit Rate	
Number of Youth and Hours Per Youth	
Youth Fringe Rate	
Youth Snacks/Food/Nutrition	
Program Office Supplies	
Youth Supplies	
Transportation	
Rent/Occupancy	
Insurance	
Phones/Internet	
OTHER	
Percentage of Youth Wages	
Number of Youth	

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YEP	2025	Date:	
<i>*Only enter in cells highlighted in BLUE</i>			
Personnel Title	Wage Type	Program Type	% of Time Spent
	Salary or Hourly	Program or Admin	on this program
<i>Subtotal Personnel Services Costs</i>			
Fringe percent:			
<i>Subtotal</i>			
<i>Fringe</i>			
			TOTAL
Student Wages			
Number of Youth to Serve		Number of Weeks	
	\$ 15.00		
Fringe Percent:			
TOTAL YOUTH WAGES & FRINGE:			
Non-Personnel Program Expenses			
Youth Snacks/Food/Nutrition			
Program Office Supplies			
Direct Program Youth Supplies			
Transportation Other (Define in Budget Narrative)			



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TOTAL NON PERSONNEL PROGRAM EXPENSE	\$ -
Non-Personnel Admin Expenses	
Rent/Occupancy	
Phones/Internet	
Insurance	
Other (Define in Budget Narrative)	
TOTAL NON PERSONNEL ADMIN EXPENSE	\$ -

Total Amount Requested:	\$ -
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Program Cost	Requested
	Funding
\$ -	\$ -

\$ -	\$ -

AL PERSONNEL:	\$0	\$0
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# of Hours per Youth per week		
Youth per Week		



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		\$ -
		\$ -
		\$ -

SECTION 1- PROGRAM & WORK EXPERIENCE- 60 Total Points

1. Provide a brief description of your program - 200 words max.			
Your Score Up to 4 Points:	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
	The proposal CLEARLY answers the question.	The proposal VAGUELY answers the question.	The question IS NOT ANSWERED or the reader has concerns.
2. Describe your recruitment process including how you ensure access to at-risk youth (including but not limited to: foster youth, unhoused or runaway youth, and/or youth with disability/s)			
Your Score Up to 4 Points:	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
	The proposal CLEARLY answers the question.	The proposal VAGUELY answers the question.	The question IS NOT ANSWERED or the reader has concerns.
3. Describe the orientation process for youth. Include mandatory NYS trainings (Sexual Harassment Prevention Training), job readiness training, digital literacy assessment (Northstar Digital Literacy Assessment- https://www.digitalliteracyassessment.org/) etc. Is the orientation mandatory? Will the youth be paid?			
Your Score Up to 4 Points:	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
	The proposal CLEARLY answers the question.	The proposal VAGUELY answers the question.	The question IS NOT ANSWERED or the reader has concerns.
4. Describe the <u>work experience</u> and its structure. For example: 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? Give examples of job titles and duties to be performed.			
Your Score Up to 4 Points:	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
	The proposal CLEARLY answers the question.	The proposal VAGUELY answers the question.	The question IS NOT ANSWERED or the reader has concerns.
5. How will you match individual youth to the work experience? How will the work experience align with individual youth career goals?			
Your Score Up to 4 Points:	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
	The proposal CLEARLY answers the question.	The proposal VAGUELY answers the question.	The question IS NOT ANSWERED or the reader has concerns.
6. Please describe your agency's recent experience working with youth (past 3 years). Include best practices that are utilized with footnotes where appropriate			
Your Score Up to 4 Points:	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
	The proposal CLEARLY answers the question.	The proposal VAGUELY answers the question.	The question IS NOT ANSWERED or the reader has concerns.

7. Once enrolled, how will you continue to engage youth in the YEP program? Include when and how often you will meet with youth (individual and as a group); how will you engage youth at the beginning of the process and throughout?			
Your Score Up to 4 Points:	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
	The proposal CLEARLY answers the question.	The proposal VAGUELY answers the question.	The question IS NOT ANSWERED or the reader has concerns.
8. How do you ensure a safe, welcoming, and inclusive environment where all youth are treated with dignity and respect?			
Your Score Up to 4 Points:	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
	The proposal CLEARLY answers the question.	The proposal VAGUELY answers the question.	The question IS NOT ANSWERED or the reader has concerns.
9. Describe program staff training, program staff supervision, and protocols for youth staff behavior. Please include your Code of Conduct.			
Your Score Up to 4 Points:	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
	The proposal CLEARLY answers the question.	The proposal VAGUELY answers the question.	The question IS NOT ANSWERED or the reader has concerns.
10. Who will supervise youth while they are working? How and when will youth receive feedback?			
Your Score Up to 4 Points:	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
	The proposal CLEARLY answers the question.	The proposal VAGUELY answers the question.	The question IS NOT ANSWERED or the reader has concerns.
11. Explain the supportive services that your program offers enrolled youth. (Include work supplies, attire, transportation, food, agency referrals, etc.)			
Your Score Up to 4 Points:	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
	The proposal CLEARLY answers the question.	The proposal VAGUELY answers the question.	The question IS NOT ANSWERED or the reader has concerns.
12. Describe the community partnerships engaged in delivery of programmatic or supportive services. How will you utilize public organizations, such as libraries in your work experience plan? Identify public (and nonprofit) organizations and how you will partner/collaborate. Include MOU/MOA if in place.			
Your Score Up to 4 Points:	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
	The proposal CLEARLY answers the question.	The proposal VAGUELY answers the question.	The question IS NOT ANSWERED or the reader has concerns.
13. Describe how you will assist youth in finding part-time employment upon completion of your program.			
Your Score Up to 4 Points:	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
	The proposal CLEARLY answers the question.	The proposal VAGUELY answers the question.	The question IS NOT ANSWERED or the reader has concerns.

14. Describe the capacity of your organization to implement <i>all aspects</i> of youth work experience programming including, but not limited to: managing youth outreach, assisting youth in meeting work preparedness requirements (working papers, understanding and meeting expectations, attire, etc), coordination with community partners			
Your Score Up to 4 Points:	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
	The proposal CLEARLY answers the question.	The proposal VAGUELY answers the question.	The question IS NOT ANSWERED or the reader has concerns.
15. Please describe past success(es) in your youth work experience program. How do you feel this can be replicated or built upon for future cohorts of youth participants?			
Your Score Up to 4 Points:	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
	The proposal CLEARLY answers the question.	The proposal VAGUELY answers the question.	The question IS NOT ANSWERED or the reader has concerns.
Total:			

SECTION 2- BUDGET & FINANCE- 40 POINTS

1. Can insurance requirements be met? If “No” the program is ineligible. <input type="checkbox"/> Yes <input type="checkbox"/> No			
2. Program Budget			
Your Score Up to 15 Points:	Points: 11.86 - 15	Points: 9.7 – 11.85	Points: 0 – 9.6
	Budget is CLEAR AND ACCEPTABLE.	Budget is UNCLEAR or needs MINOR CHANGES.	Budget is UNACCEPTABLE.
3. Budget Narrative			
Your Score Up to 15 Points:	Points: 11.86 - 15	Points: 9.7 – 11.85	Points: 0 – 9.6
	Budget narrative is CLEAR AND COMPLETE	Budget narrative is NOT CLEAR	Budget narrative is NOT COMPLETE
4. Board List -- Up to 2.5 Points:			
5. Organizational Chart -- Up to 2.5 Points:			
6. Most recent fiscal audit -- Up to 2.5 Points:			
7. Cost allocation plan -- Up to 2.5 Points:			
8. Explanation: Previously received a Youth Employment Award from the DCWIB and were underspent, please provide an explanation for each year that you were under spent <input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No			
Total:			

Scores of all reviewers on the RFP Committee will be averaged together to get final score.

TOTAL POINTS:	
61-100	Move on for final consideration
60-69	Save for second round of consideration (if funds are available)
65-68	Place on file for consideration (should funding become available)
64 or Below-	Ineligible