

DUTCHESS COUNTY WORKFORCE DEVELOPMENT BOARD

2026-2027 Request for Proposal to Provide Youth Work Experience

Request for Proposal to Provide Youth Work Experience

Funded by

Dutchess County Government

(Dutchess County Department of Community and Family Services)

through the NYS Office of Temporary and Disability Assistance





Dutchess County Workforce Investment Board

3 Neptune Road, Suite A21, Poughkeepsie, NY 12601

Phone: (845) 463-0517 | admin@dcwib.org | www.dcwib.org

“Driving economic growth through Workforce Partnerships”

The Dutchess County Workforce Development Board (DCWIB) is accepting proposals for Youth Work Experience under the 2026-2027 Youth Employment Program (YEP), which runs November 1, 2026 through June 30, 2027.

IMPORTANT DATES:

Issue Date: September 24, 2026

Proposals Due: Ongoing

Program Dates: November 1, 2026 – June 30, 2027 (possibility for an October start)

CONTACT

Dutchess County Workforce Development 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

DCWIB is soliciting competitive proposals to operate the Youth Employment Program (YEP) for TANF-eligible youth ages 14 to 20 who live in Dutchess County. Funded programs will employ youth in businesses, nonprofits, government agencies, the arts, and agricultural enterprises. Youth should be challenged and productive while building transferable skills for entry-level jobs. Financial literacy, sexual harassment prevention training, and digital literacy are required for all participants.

SUBMISSION INFORMATION

Combine the proposal into a single PDF labeled “YEP 2026-2027 Proposal by <AGENCY NAME>” and upload it to DCWIB’s Dropbox: [\[Upload link\]](#). The upload password will be provided by email on request.

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, meeting programmatic or fiscal reporting deadlines, or meeting the youth wage requirement for YEP or SYEP in prior years

(2017-2026) may be excluded from funding consideration. The DCWIB reserves the right to terminate this RFP process at any time.

PROPOSAL CONTENTS

- ☐ Application Form (signed)
- ☐ Program Narrative answering all 15 questions in Section 1 of the Scoring Rubric
- ☐ Program Budget (YEP 2026-2027 Budget, attached Excel file)
- ☐ Budget Narrative

Other Documents

- ☐ Board List
- ☐ Organizational Chart
- ☐ Current Audit Report
- ☐ Cost Allocation Plan
- ☐ Code of Conduct
- ☐ Signed OTDA YEP Provider Certification Agreement
- ☐ Local youth application, if not using the LDSS-4770
- ☐ Financial literacy materials, if not using the DCWIB curriculum
- ☐ MOUs or MOAs with community partners, if in place
- ☐ Current Inventory List, if program utilizes specialized equipment

PROGRAM STRUCTURE

The 2026-2027 Youth Employment Program (YEP) can begin upon completion and execution of a contract between the awarded organization and the Dutchess County Workforce Development Board. Expenses incurred before the contract execution date will not be reimbursed. YEP will run from 10/1/2026 until 6/30/2027. Youth may work until June 30, 2027. Programs must submit final vouchers for reconciliation and final payment no later than July 15, 2027, at 5:00 PM.

A successful application will include:

- A mandatory, paid youth orientation.
- Up to 130 hours of work experience per youth.
- Program follows all county, state and federal labor laws.
- Youth work no more than 8-10 hours per week.
- Youth wage is no more/no less than the applicable NYS minimum wage.
- Youth fringe is **actual** taxes/fees.
- Work experience exposes youth to jobs in in-demand industries.
- Youth work experience site is tied to the youth's career interests.
- Program utilizes partnerships with businesses, nonprofits, and government organizations.

TIMELINE

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

Step	Date
Request for Proposals (RFP) Release	September 24, 2026
Proposals Due	Ongoing until all funding is allocated
Anticipated Award Notification	Up to 2 weeks after agency presentation
Contract Execution and YEP Launch Meeting	After award
First Day Youth May Work	Upon execution of contract AND eligibility for the youth is established
Last Day Youth May Work	June 30, 2027
Final Vouchers Due	No later than July 15, 2027

RFP proposals will be reviewed by the 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.

YOUTH EMPLOYMENT PROGRAM (YEP) GOALS AND OBJECTIVES:

YEP is funded with Temporary Assistance for Needy Families (TANF) funds as part of the New York State Gun Involved Violence Elimination (GIVE) initiative. It is an important platform 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, 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.

The 2026-2027 YEP will serve youth 14 to 20 years of age and will operate from November 1, 2026, to June 30, 2027. YEP enrollments, expenses, and claiming are separate from the Summer Youth Employment Program (SYEP). Participant enrollments for the months of July and August are funded through the SYEP allocation.

EXPLANATION OF YOUTH ELIGIBILITY

Youth must be an in school youth, ages 14 to 20 by their employment start date, live in Dutchess County, and be one of the following:

- A Family Assistance (FA) recipient.
- A former FA recipient who reached the 60-month TANF limit and transitioned to Safety Net Assistance.
- Eligible under 200% of the current federal poverty guidelines, in accordance with 00-LCM-20. This can include youth in households receiving SNAP, Medicaid, HEAP, or SSI, as long as the household meets the TANF 200% test.

Eligibility Documentation

Eligibility under the 200% guidelines must be documented on the TANF Youth Services Application and Review Form (LDSS-4770), or a local equivalent approved by OTDA for 2026-2027. Applications are valid for 12 months from the application date. Youth who stay in YEP or SYEP past 12 months need a new application. Funded programs must sign the OTDA YEP Provider Certification Agreement and follow its requirements for confidentiality, locked files, and 30-day eligibility determinations.

PRIORITY AND TARGET POPULATIONS

Priority goes to TANF-eligible youth from low-income households who are referred by local SNUG Street Outreach programs. Programs must collaborate with SNUG where it operates and are encouraged to work with local law enforcement and other organizations serving youth at risk of gun violence. Programs must also make special efforts to enroll:

- Youth at risk of gun violence
- Youth in foster care
- Homeless and runaway youth
- Youth with disabilities (NYSED ACCES-VR district offices and the Student and Youth Transition Services team can help with referrals)

RECRUITMENT

Agencies may recruit youth. Youth must be deemed eligible by DCWIB/DCWORKS **PRIOR** to working. No more than 50% of an agency's youth may be repeat participants from a previous SYEP or YEP program. Youth may participate for up to one year, counted using the following four quarters:

- Quarter 1: January – March
- Quarter 2: April – June
- Quarter 3: July – September (SYEP)
- Quarter 4: October/November – December

WORK ELIGIBILITY:

Youth applicants are considered accepted and part of YEP 2026-2027 when your organization receives verification from the DCWIB that they can be added to the program's roster. Youth may not begin work or any paid activity until they are on the official roster.

FAMILY OUTREACH

Programs must share information with participant families about Public Assistance, SNAP, the Earned Income Tax Credit, and other tax credits (see otda.ny.gov/programs and 26-INF-02).

WAGE REQUIREMENTS:

Youth must be paid no more and no less than the NYS minimum wage in effect for Dutchess County for all employment hours. The current rate is \$16.00 per hour (effective January 1, 2026). Beginning in 2027, the NYS minimum wage is adjusted each year for inflation; the NYS Department of Labor will publish the new rate by October 1, 2026, and it takes effect January 1, 2027. Budgets must account for this increase for hours worked January through June 2027. Programs are responsible for ensuring youth are working within NYS Department of Labor child labor laws on permitted work and maximum hours for minors (dol.ny.gov/hours-work-minors).

ORIENTATION:

Orientation is mandatory and youth are paid for attending. The orientation should include the following:

1. Review of job descriptions and worksite agreements.
2. Sexual harassment prevention training.
3. Creation of a personal budget.
4. Creation of resume or list of transferable skills.
5. Northstar Digital Literacy Assessment (digitalliteracyassessment.org).
6. Explanation of program goals, expectations, and code of conduct.
7. Job readiness training.

MANDATORY TRAINING

Every youth, whether employed or in education-only activities, must receive:

- **Financial literacy training** at least once in the program year. One training covers youth who are in both SYEP and YEP if less than a year has passed. Programs may use DCWIB's *Money Moves* curriculum or submit their own materials to DCWIB for approval. Copies of all materials must be submitted to DCWIB so they can be sent to OTDA.
- **Sexual harassment prevention training** using the NYS model policy and training materials (ny.gov/combating-sexual-harassment-workplace), completed before the youth starts at a worksite. Youth must receive the written policy at hire and at each annual training.

CAREER DAYS

DCWIB will offer enrolled youth opportunities for career exploration in and around Dutchess County, including workplace tours with local employers. DCWIB will share dates, locations, and registration details with funded programs during the program year, and will provide transportation from a central meeting point. Participation is paid time for youth. Programs are responsible for getting youth to and from the central meeting point and for staff supervision. In your Program Narrative, describe how you will incorporate these career exploration days into your program, including how you will select which youth attend, how you will get them to the central meeting point, and how you will connect what they see to their own career interests.

BABYSITTING COURSE

Priority will be given to programs that commit to offering the approved babysitting training course. DCWIB already has the program components largely in place, including the Child & Babysitting Safety (CABS) certification course from the Health & Safety Institute (HSI). DCWIB will supply the full program outline, materials, and cost detail to successful applicants.

A program that takes this on agrees to set up and run the two-day training for its participants, to pay youth their regular hourly wage for all training hours rather than a bonus or stipend, and to place youth who earn the certification in a childcare work experience afterward, such as an early learning center, a school-age or camp program, a childcare setting at the program's own site, or another supervised childcare placement. In your Program Narrative, describe when you would hold the training, how many youth would attend, and where those youth would work afterward. All placements must comply with NYS child labor laws and the supervision requirements of this RFP. Instructor fees, certification costs, course materials, and related supplies are allowable program expenses when included in the budget.

YEP 2026-2027 BUDGET GUIDELINES

Budgets must be reasonable, maximize the number of youth employed, and:

- Should have at least 63% of the requested amount allocated for youth wages.
- Youth fringe is to be actual cost of taxes/fees on youth wages (approx. 20%).
- Program staffing and administrative costs must be limited to those essential to program delivery. Programs with lower administrative costs will be favored when rating proposals.
- Program meals and snacks should directly correspond to youth attendance.
- Youth incentives are not an allowable cost under this RFP.
- Allowable costs and services include, a youth orientation, financial literacy training, digital literacy assessment, and some approved supportive services, including transportation and employment-related services.
- More than one provider will be selected for funding for 2026-2027.
- Acceptance of your organization's Program Proposal does not guarantee acceptance of the program as proposed and/or your Budget Proposal. Scope and budget will be finalized prior to signing the 2026-2027 YEP contract with the DCWIB.

RECORD-KEEPING AND REPORTING

The DCWIB will provide contractors with a set of forms for record-keeping and reporting at the onset of YEP 2026-2027. Information will be provided at the *YEP 2026-2027 Launch Meeting*. Programs must report enrollments by funding category (FA/Safety Net or TANF 200%), activity type (employment or education-only), worksite type (public, private, nonprofit), target population, and hours worked. Programs must also track wages, training dates and hours.

Records Retention and Confidentiality

Participant information must be kept confidential under Section 136 of Social Services Law and 18 NYCRR 357. Program and financial records must be kept for at least seven years and made available to DCWIB, Dutchess County, OTDA, and other State and federal auditors. All organizations are expected to follow the DCWIB's current Record Keeping Policy as posted on our website.

PERFORMANCE REQUIREMENTS

- DCWIB requires that the staff working with this program have **no familial ties** (including, but not limited to: parents, step-parents, grandparents, step-grandparents, great-grandparents, brothers, sisters, half-siblings, step-siblings, aunts, uncles, great-aunts, great-uncles, first and second cousins, nieces, nephews, legal guardians, foster parents, godparents, in-laws, a spouse, domestic partner, boyfriend or girlfriend, and anyone living in the same household as the youth) 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. MOU/MOA's are recommended for not for profits/governments (non-business) in addition to the worksite agreement.
- 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.
- All YEP potential participants, current participants and past participants are to be met with kindness and understanding.
- Programs must meet their enrollment goals, spend their allocations, and submit programmatic and fiscal reports on time.
- Programs must collaborate with SNUG Street Outreach and document referrals received.
- Scheduled and unscheduled site visits WILL happen. Do not apply if you are unable to accommodate this.

DCWIB WILL MONITOR ALL PROGRAMS

SCHEDULED AND UNSCHEDULED SITE VISITS WILL OCCUR.



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“Driving economic growth through Workforce Partnerships”

YEP 2026-2027

Request for Proposals – Application

Program Name:

Organization:

Street Address:

City / Zip Code:

Contact (signer) / Title:

Phone / Email:

Fiscal Contact:

Phone / Email:

Program Contact:

Phone / Email:

Program Cost: \$

Budget Request: \$

Program Locations:

Day and Hours:

Youth served by this grant:

Cost per youth: \$

% of Youth Wages:

Hourly Youth Wage: \$

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.

SIGNATURE

DATE

YEP 2026-2027
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	

YEP 2026-2027 PROGRAM NARRATIVE QUESTIONS

Answer every question below in your Program Narrative, in this order and numbered the same way. Each question is worth up to 4 points and is scored using the rubric that follows. Unless a question states a word limit, keep answers concise and specific to this program.

1. Provide a brief description of your program - 200 words max.
2. Describe your recruitment process, including how you will work with SNUG Street Outreach and ensure access to at-risk youth (including but not limited to: youth at risk of gun violence, foster youth, unhoused or runaway youth, and/or youth with disability/s). Youth may participate for up to one year across consecutive SYEP and YEP sessions, not across multiple summers. Explain how you will decide which youth continue into a following session, and how you will let a youth know, respectfully and clearly, when they will not be continuing.
3. Describe the orientation process for youth. Include mandatory NYS trainings (Sexual Harassment Prevention Training), financial literacy 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?
4. Describe the work experience 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. If you plan education-only placements, describe them and who they will serve.
5. How will you match individual youth to the work experience? How will the work experience align with individual youth career goals?
6. Please describe your agency's recent experience working with youth (past 3 years). Include best practices that are utilized with footnotes where appropriate.
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?
8. How do you ensure a safe, welcoming, and inclusive environment where all youth are treated with dignity and respect?
9. Describe program staff training, program staff supervision, and protocols for youth staff behavior. Please include your Code of Conduct.
10. Who will supervise youth while they are working? How and when will youth receive feedback?
11. Explain the supportive services that your program offers enrolled youth. (Include work supplies, attire, transportation, food, agency referrals, etc.)
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.

13. Describe how you will assist youth in finding part-time employment upon completion of your program.
14. Describe the capacity of your organization to implement all aspects of youth work experience programming including, but not limited to: managing youth outreach, documenting eligibility, assisting youth in meeting work preparedness requirements (working papers, understanding and meeting expectations, attire, etc.), and coordination with community partners.
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?

SECTION 1- PROGRAM & WORK EXPERIENCE- 60 Total Points

1. Provide a brief description of your program - 200 words max.

Your Score	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
Up to 4 Points: ____	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 will work with SNUG Street Outreach and ensure access to at-risk youth (including but not limited to: youth at risk of gun violence, foster youth, unhoused or runaway youth, and/or youth with disability/s). Youth may participate for up to one year across consecutive SYEP and YEP sessions, not across multiple summers. Explain how you will decide which youth continue into a following session, and how you will let a youth know, respectfully and clearly, when they will not be continuing.

Your Score	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
Up to 4 Points: ____	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), financial literacy 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	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
Up to 4 Points: ____	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 work experience 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. If you plan education-only placements, describe them and who they will serve.

Your Score	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
Up to 4 Points: ____	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	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
Up to 4 Points: ____	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	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
Up to 4 Points: ____	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? Explain how you will encourage youth to participate in the career exploration being offered by the DCWIB.

Your Score	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
Up to 4 Points: ____	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	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
Up to 4 Points: ____	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	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
Up to 4 Points: ____	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	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
Up to 4 Points: ____	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	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
Up to 4 Points: ____	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	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
Up to 4 Points: ____	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	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
Up to 4 Points: ____	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 all aspects of youth work experience programming including, but not limited to: managing youth outreach, documenting eligibility, assisting youth in meeting work preparedness requirements (working papers, understanding and meeting expectations, attire, etc.), and coordination with community partners.

Your Score	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
Up to 4 Points: ____	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	Points: 3.17 - 4	Points: 2.57 – 3.16	Points: 0 – 2.56
Up to 4 Points: ____	The proposal CLEARLY answers the question.	The proposal VAGUELY answers the question.	The question IS NOT ANSWERED or the reader has concerns.

16. Please describe your interest in participating in the babysitting component of YEP

SECTION 2- BUDGET & FINANCE- 40 POINTS

1. Can insurance requirements be met? If “No” the program is ineligible. ☐ Yes ☐ No

2. Program Budget

Your Score	Points: 11.86 - 15	Points: 9.7 – 11.85	Points: 0 – 9.69
Up to 15 Points: ____	Budget is CLEAR AND ACCEPTABLE.	Budget is UNCLEAR or needs MINOR CHANGES.	Budget is UNACCEPTABLE.

3. Budget Narrative

Your Score	Points: 11.86 - 15	Points: 9.7 – 11.85	Points: 0 – 9.69
Up to 15 Points: ____	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: If you previously received a Youth Employment Award from the DCWIB and were underspent, please provide an explanation for each year that you were underspent.

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

Total Points	Result
70 – 100	Move on for final consideration
65 – 69	Save for second round of consideration (if funds are available)
60 – 64	Place on file for consideration (should funding become available)
59 or Below	Ineligible

YEP 2026 - 2027	{Program Name}				
<i>*Only enter in cells highlighted in BLUE</i>	Youth Employment Program Budget for 10/01/26 - 6/30/27				
Personnel Title	Wage Type	Program Type	% of Time Spent	Program Cost	Requested
	Salary or Hourly	Program or Admin	on this program		Funding
<i>Subtotal Personnel Services Costs</i>				\$ -	\$ -

Fringe percent:					
<i>Subtotal Fringe</i>				\$ -	\$ -

TOTAL PERSONNEL:					\$0	\$0
Student Wages				# of Hours per Youth per week		
Number of Youth to Serve		Number of Weeks		Youth per Week		
	\$ 15.00					
Fringe Percent:						
TOTAL YOUTH WAGES & FRINGE:						

Non-Personnel Program Expenses	
Youth Snacks/Food/Nutriton	
Program Office Supplies	
Direct Program Youth Supplies	
Transportation	
Other (Define in Budget Narrative)	
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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