

2026 Request for Proposal to Provide Summer Youth Work Experience

Issued March 30, 2026

Request for Proposal to
Provide Summer Youth
Work Experience





Dutchess County Workforce Development Board

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

“Driving economic growth through Workforce Partnerships”

SUMMER YOUTH EMPLOYMENT 2026

Request for Proposals – Employment Component

*** The NYS Budget includes funding 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 the Summer Youth Employment Program (SYEP) 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. In addition to work experience, the SYEP program incorporates a financial component for all participants.

SUBMISSION INFORMATION

Please submit your proposal no later than 5:00 pm April 24, 2026. Proposals should be combined into a single PDF and labeled “SYEP 2026 Proposal by <AGENCY NAME>” and should be uploaded directly to DCWIB’s Dropbox. We will not accept Proposals via email. Instructions and the upload link can be found here:

<https://www.dropbox.com/request/GR2mNocL3euIubTYWL8T>

Proposals received after 5:00 pm on April 24, 2026 and/or incomplete applications will not be given consideration for funding in 2026. Programs that were not successful in filling all of their required slots, spending their allocations, missing programmatic or fiscal reporting deadlines or failing to meet the youth wage requirement in prior years (2018- 2025) may be excluded from funding consideration. The DCWIB reserves the right to terminate this RFP process at any time.

PROPOSAL CONTENTS

Forms to include:

- Signed Application and Program Narrative
- Program Budget (Excel spreadsheet)
- 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 2026 Summer Youth Employment Program (SYEP) 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. Ideally, SYEP will run from 7/6/2026 until 8/17/2026. Youth may work, with DCWIB approval, until September 30, 2026. Programs must submit final vouchers for reconciliation and final payment no later than Friday, October 9, 2026, at 5:00 PM. Failure to miss this and other deadlines may result in a reduction of the agreed upon allocation.

A successful application will include:

- A youth orientation. (MANDATORY)
- 6 to 8 weeks of work experience (beginning on or about July 6, 2026)
- Will end on or about August 17, 2026.
- Youth are paid a wage of \$16 per hour. (MANDATORY)

Questions or clarifications regarding this RFP may be submitted at the bidder's conference or written and submitted to taylor@dcwib.org **no later than 5:00 PM April 10, 2026**. A list of questions and answers will be posted on the DCWIB website, www.dcwib.org **by April 14, 2026**.



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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 the www.dcwib.org.

Proposers are invited to give an oral presentation to the DCWIB to clarify or elaborate on the written proposal. **Presentations will be held in person on May 6. Presentation times will be sent via email on or before May 1.**

TIMELINE

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

RFP Release:	March 30, 2026
Bidders Conference:	April 8, 2026 8:00am – 8:30am via zoom Join Zoom Meeting https://us02web.zoom.us/j/2727517879?pwd=Y3dhbi9wVUNyd3hUQWFja25MdnZ0QT09 Meeting ID: 272 751 7879 Passcode: 216039
Question & Answer Period Ends:	April 10, 2026
Question & Answer Posting:	April 14, 2026
Proposal Due Date:	April 24, 2026 5:00pm
Award Notification:	On or about May 1, 2026

IMPORTANT DATES -- *(Attendance is Mandatory)*

AGENCY Presentations	May 6, 2026 (in person)
SYEP Launch (Program & Fiscal Staff)	On or about July 6, 2026
Youth Summit (SYEP Youth & Program Staff)	TBD



DUTCHESS COUNTY SYEP GOALS AND OBJECTIVES:

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

- Learn and develop skills in a work environment
- 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.

Universal Application

In an effort to make this opportunity available to all eligible youth in Dutchess County, the DCWIB will issue a Universal SYEP application on or about May 1, 2026. This will enable youth to apply to be a part of SYEP for the Summer of 2026. Applications will be screened by the DCWIB for eligibility, then provided to the organizations that have been selected to place youth in employment opportunities in 2026. Programs will work with the youth assigned to the program. Program staff may have to perform tasks such as: assisting youth with getting working papers, acquiring appropriate parental signatures, making multiple calls to engage youth and working with disenfranchised youth.

Program managers must provide a list of youth who have been hired to the DCWIB within 1 business day of adding them to the roster AND receive written approval PRIOR to beginning any recruitment efforts for additional youth. Eligible youth who filled out the Universal Application and submitted it on time will have priority. In addition, managers *must* provide a VALID reason in writing as to why an income eligible youth was not hired.

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

2025 Federal Poverty Guidelines, including SNAP, MA, HEAP and SSI recipients) throughout Dutchess County.

200% of Federal Poverty Guidelines Chart June 1, 2025 through May 31, 2026

Family Size	Monthly Income	Annual Income
1	\$2,608	\$31,300
2	\$3,525	\$42,300
3	\$4,442	\$53,300
4	\$5,358	\$64,300
5	\$6,275	\$75,300
6	\$7,192	\$86,300
7	\$8,108	\$97,300
8	\$9,025	\$108,300

For family units with more than eight members, add \$917 monthly or \$11,000 annually for each additional person.

Please note that the above guidelines are applicable to the 48 contiguous states and the District of Columbia.

The 200% of Federal Poverty Guidelines do not go into effect for the Supplemental Nutrition Assistance Program (SNAP) on June 1st. Poverty guidelines for SNAP are updated each year on October 1st.

If the family’s income is greater than that listed in the 2026 Federal Poverty Guidelines, they are not eligible for the Temporary Assistance to Needy Families (TANF) program that provides funding for SYEP and therefore not eligible to participate in the 2026 program. All candidates must be screened and determined to be eligible by the DCWIB before the youth is allowed to participate. Applicants are responsible for providing proof of TANF eligibility and a parent/guardian signature indicating approval is required. 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. Agencies receiving SYEP 2026 funding are expected to assist the DCWIB with acquiring paperwork from the youth.

This is a "first job" experience—youth who have not previously participated in SYEP will be priority for 2026 participation.

Project Description--A Focus on Work

This is a structured *work-based* experience for youth. This work-based experience must be in-person. Components include an orientation, financial literacy workshop by Cornell Cooperative Extension, and the capstone event known as the Youth Summit.

Wage Requirements:

Youth **MUST** be paid an hourly wage of \$16.00 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 SYEP 2026 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.
7. DCWIB survey.

Mandatory Participation

Participation in The Financial Literacy Training and the Youth Summit is **mandatory**. 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.



Youth Summit

All program participants, program staff and their supervisors will be expected to attend the Youth Summit to be held the **TBD** at BOCES Conference Center. Programs are also responsible for the transportation of

youth to and from this event and are expected to stay on site for the duration of the event. 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. Only pre-approved program-related staff will be allowed at the Summit.

Financial Literacy Training

All program participants must participate in and complete a financial literacy component. Cornell Cooperative Extension will provide this 3-hour session. Contact information will be provided at the mandatory SYEP 2026 Launch meeting. Youth are required to participate in this session.

SYEP 2026 BUDGET GUIDELINES

Budgets must be reasonable and:

- Have at least 63% 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: $(\text{Program Costs} * 15\% - \text{Admin})$. 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 2026.
- Allowable costs and services include work subsidies for youth; a youth orientation, financial literacy *and* supportive services, including transportation and employment related services.
- Acceptance of your organization's Program Proposal does not guarantee acceptance of your Budget Proposal, which will be finalized prior to signing the 2026 SYEP 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 SYEP 2026. Information will be provided at the *SYEP 2026 Launch* (mandatory) in June, date to be TBD.

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 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.

DCWIB WILL MONITOR ALL PROGRAMS THROUGHOUT THE SUMMER.



**SUMMER EMPLOYMENT 2026
Request for Proposals – Application**

*** The NYS Budget includes funding 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. 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 (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

Note- if you have previously received a Summer Youth Employment Award and were underspent, please provide an explanation for each year that you were under spent (not to exceed one page).

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 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.



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SUMMER EMPLOYMENT 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	



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Program Office Supplies	
Youth Supplies	
Transportation	
Rent/Occupancy	
Insurance	

Phones/Internet	
OTHER	
Percentage of Youth Wages	
Number of Youth	

SYEP 2026	
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<i>*Only enter in cells highlighted in BLUE</i>	Summer Youth Employment Program Budget for 2026
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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>				\$ -	\$ -

Notes:

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

TOTAL PERSONNEL:				\$0

Student Wages					
				week	
Number of Youth to Serve		Number of Weeks		Youth per Week	
8	\$ 16.00				\$ -
Fringe Percent:	%				#VALUE!
TOTAL YOUTH WAGES & FRINGE:					#VALUE!

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:	#VALUE!
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Student Wages as Percent of Grant Request	#VALUE!
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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 <i>work experience</i> 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