

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