

## **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 Youth Employment Award from the DCWIB 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.