

2024 Request for Proposal to Provide Youth Work Experience

Request for Proposal to Provide Youth Work Experience

Funded by Dutchess County Family Services





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”

The Dutchess County Workforce Investment Board (DCWIB) is accepting proposals for Youth Work Experience commencing January 2024.

Issue Date: February 29th, 2024

Proposals Due: On-going (rolling applications) until funds are obligated or by May 1st, 2024, whichever comes first.
NOTE: DCWIB reserves the right to pull this RFP at any time

Program Dates: January 1, 2024 – June 30, 2024

CONTACT

Dutchess County Workforce Investment Board Attn: Workshops -
RFP
3 Neptune Road
Poughkeepsie, NY 12601 E-Mail:
taylor@dcwib.org

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

Read this RFP carefully.

YOUTH EMPLOYMENT 2024

Request for Proposals – Employment Component

*** The NYS Budget includes funding for Winter/Spring 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 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. Programs that have youth working within their program are not part of this scope. In addition to work experience, the YEP program incorporates a financial component for all participants.

SUBMISSION INFORMATION

Proposals should be combined into a single PDF and labeled “YEP 2024 Proposal by <AGENCY NAME>” and should be uploaded directly to DCWIB’s Dropbox.

Incomplete applications will not be given consideration for funding in 2024. 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 SYEP in prior years (2017- 2023) may be excluded from funding consideration. The DCWIB reserves the right to terminate this RFP process at any time.

PROPOSAL CONTENTS

- 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 2024 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 2/1/2024 until 6/30/2024. Youth may work, with DCWIB approval, until June 30, 2024. Programs must submit final vouchers for reconciliation and final payment no later than Wednesday, July 31, 2024 at 5:00 PM.

A successful application will include:

- A youth orientation.
- Approximately 75 to 150 hours of work experience per youth
- Youth work 8-10 hours per week
- Work experience exposes youth to jobs in in-demand industries
- Youth wage is equal to minimum wage.

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. A link with the date and time will be sent after receipt and verification of a complete application.**

TIMELINE

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

Proposal Due Date: Ongoing

Award Notification: 1 week after submission

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:

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:

- First and foremost encourage school or HSE/GED attendance in classes
- 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.

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

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 WYEP 2024 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.

200% of Federal Poverty Guidelines Chart June 1, 2023 through May 31, 2024

Family Size	Monthly Income	Annual Income
1	\$ 2,430	\$ 29,160
2	\$ 3,287	\$ 39,440
3	\$ 4,143	\$ 49,720
4	\$ 5,000	\$ 60,000
5	\$ 5,857	\$ 70,280
6	\$ 6,713	\$ 80,560
7	\$ 7,570	\$ 90,840
8	\$ 8,427	\$ 101,120

For family units with more than eight members, add \$857 monthly or \$10,280 annually for each additional family member.

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 you have any questions, please contact the Employment and Advancement Services Bureau, mentioned in the header above.

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 2024 BUDGET GUIDELINES

Budgets must be reasonable and:

- Should have at least 70% 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 2024.

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 2024 YEP contract with the DCWIB.
- Programs that require specialized equipment should include a current inventory list of required equipment.

RECORD-KEEPING AND REPORTING

The DCWIB will provide contractors with a set of forms for record-keeping and reporting at the onset of YEP 2024. Information will be provided at the *YEP 2024 Launch* (mandatory) in January

PERFORMANCE REQUIREMENTS

- DCWIB requires that the staff working with this 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.



Dutchess County Workforce Investment Board

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

YEP 2024

Request for Proposals – Application

*** The NYS Budget includes funding for Winter 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 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.

YEP 2024

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	

REVIEWER: _____

AGENCY: _____

TOTAL SCORE: _____/100

YEP 2024 TANF SCORE SHEET

Select only one box in each row and tally points at the bottom

1. Read the proposals
2. Evaluate them using the rubric below
3. Total the scores and fill in the TOTAL SCORE field at the top of this form.
4. Note any comments in the comments field

TOTAL AVAILABLE POINTS: 100

SECTION 1- PROGRAM & WORK EXPERIENCE- 60 Total Points

Describe the orientation process for the youth.			
UPTO	8.0 – 10.0	6.5 – 7.9	6.4 or LESS
10	The proposal CLEARLY answers the question. The orientation and all program led workshops are held during the indicated time frame.	The proposal VAGUELY answers the question. The orientation and/or program led workshops are held outside the time frame.	The question IS NOT ANSWERED or the reader has concerns. Workshops and trainings go beyond the first week.
POINTS:			
Describe the work experience and its structure.			
UPTO	11.0 – 15.0	6.0 – 10.9	5.9 or LESS
15	The proposal CLEARLY answers the question. The youth are working more than 20 hours per week. The program is work focused. Specific employers have been identified.	The proposal VAGUELY answers the question. The youth are working less than 20 hours per week. The youth spend a lot of time in program activities versus work activities. Specific employers are not identified.	The question IS NOT ANSWERED or the reader has concerns. The youth are working within the program and there is not an hour by hour schedule.
POINTS:			
Please describe your agency's experience working with youth in the past 3 years.			

UP TO 5	UP TO 5 POINTS	UP TO 3 POINTS	2 POINTS OR LESS
	The proposal CLEARLY answers the question. The agency has considerable experience placing youth in work experience activities during the past 3-years.	The proposal VAGUELY answers the question. The agency does not have considerable experience placing youth during the past 3-years but the program manager does.	The question is not answered or the reader has concerns. The agency is new or does not have considerable experience.
POINTS:			

How do you ensure a safe, welcoming and inclusive environment where all youth are treated with dignity and respect? Include Code of Conduct.

UP TO 10	8.0 – 10.0	6.5 – 7.9	6.4 or LESS
	The proposal CLEARLY answers the question. The organization is diverse & inconclusive, encourages parent and youth input. The organization has an established Code of Conduct, describing staff training & program staff supervision & protocols for youth & staff behavior. The staff is trained & provides professional supervision.	The proposal VAGUELY answers the question. The organization does not have a Code of Conduct for youth and does not have protocols in place outlining youth and staff behavior.	The question is not answered or the reader has concerns. The organization is not diverse or inclusive. There are concerns regarding potential staff or youth conduct. The organization does not invite input from the youth or their parents.
POINTS:			

Who will supervise the youth while they are working and how and when will youth receive feedback?

UP TO 10 POINTS	8.0-10.0	6.5-7.9	6.4 or LESS
	The proposal CLEARLY answers the question. Supervision is provided. The program is structured so youth know when they are working and what they will be doing. The youth receive regular feedback.	The proposal VAGUELY answers the question. Supervision is provided. The program is somewhat structured and youth seem to know when they are working and what they will be doing. The youth receive feedback but there is no set schedule.	The question is not answered or the reader has concerns. Supervision is not provided or clear. The program is unstructured. The youth may not receive regular feedback.
POINTS:			

Explain the supportive services that your program offers youth enrolled in this program. (Include transportation, food, agency referrals, etc.)

	8.0 – 10.0	6.5 – 7.9	6.4 or LESS

UP TO 10	The proposal CLEARLY answers the question. The program offers supportive services and referrals and follows up.	The proposal VAGUELY answers the question. The program offers supportive services and referrals but does not follow up.	The question is not answered or the reader has concerns. The program does not offer supportive services or referrals.
POINTS:			

SECTION 2- BUDGET & FINANCE- 40 POINTS

Program Budget	11.0 – 15.0	6.0 – 10.9	5.9 or LESS
	The budget is clear and acceptable.	The budget is unclear or needs some minor changes.	The budget is unacceptable.
POINTS:			
Budget Narrative	11.0 – 15.0	6.0 – 10.9	5.9 or LESS
	The budget narrative is complete and clear.	The budget narrative is not clear.	The budget narrative is not complete.
POINTS:			
Can meet the Insurance Requirements	YES OR NO		
	If the answer is no the program cannot be considered.		

Board List Attached	2.5 POINTS
Organizational Chart Attached	2.5 POINTS
Youth Wages are at or above 65%	5 POINTS
COMMENTS: (OPTIONAL)	

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

TOTAL POINTS

- 61-100** Move on for consideration
- 60-69** Save for consideration for second round of funding if funds are available
- 65-68** Place on file for consideration should funding become available
- 64 or Below-** Immediate elimination