



2023 Summer Youth Initiative (SYI) RFP Guide to assist when completing the Microsoft Form Proposal

Flint & Genesee Education & Talent, a division of the Flint & Genesee Group (hereafter referred to as ‘the Group’), is seeking proposals from nonprofits, for-profits, post-secondary institutions, and K-12 schools that desire to employ TeenQuest graduates, ages 14-19 and in grades 9-12, in accordance with SYI. Organizations must be located within Genesee County and serve Genesee County residents.

SYI Program Goals

- Invest in a systemic approach to workforce development beginning with career preparation.
- Promote personal development and leadership skills for youth.
- Develop strong support for community volunteerism in our youth.

SYI Program Objective

To engage area employers and employ up to approximately 300 Genesee County youth through this initiative.

Proposal Guidelines/Requirements

Proposals are due **Friday, March 3, 2023, by 5:00 p.m.** If you have any questions or would like to schedule a technical assistance session with the Education & Talent team, please contact Dawn Bye at 810-600-1413 or email dbye@flintandgenesee.org. Technical assistance will be offered at any time to any organization considering application to SYI.

The SYI RFP application must be completed using this link: <https://forms.office.com/r/ek5Js27GSj>

Additional Information

Organizations may hire the teens as employees to staff their own programs and/or partner with other area employers to provide the teens with high-quality work experience. For the purpose of this proposal, hereafter, we will use the term “supervising agency” as the worksite/employer. The supervising agency will define how and where the teens will be employed. This is particularly important when a nonprofit is the supervising agency and partners with area for-profit employers to qualify for 100% funding.

It is anticipated that all supervising agencies will provide job-specific training for teens employed through SYI. However, because all eligible teens have successfully completed the TeenQuest Pre-Employment Leadership training, agencies should not duplicate this training as part of their respective program. If an agency elects to incorporate pre-employment training as part of their program, SYI will not provide funds to support training other than job-specific training. The cost should be shown separately in the budget.

Teen Eligibility and Application

To be eligible for SYI employment consideration, teens must meet the following criteria:

- Teens must successfully complete the TeenQuest training program provided through Education & Talent. Teens who have completed TeenQuest do not have to repeat the training and are eligible to apply for SYI employment each year they are in high school, including the summer following their high school graduation. For more information on the TeenQuest program, visit <https://educateflintandgenesee.org/teenquest/>.



2023 Summer Youth Initiative (SYI) RFP Guide to assist when completing the Microsoft Form Proposal

- Teens must complete an SYI Application, by the established deadline, to attend the SYI Job Fair.
- Teens that are employed by an SYI supervising agency must commit to participate in the SYI Volunteer Service Day as indicated in the SYI application.

SYI Job Fair

The SYI Job Fair will be held in early May 2023, at Genesee Career Institute. All selected organizations are required to attend. More information will be sent to selected agencies.

Agency Program Budget

The Summer Youth Initiative is a reimbursement program, meaning that as an agency incurs approved expenses against the total grant award, it is the agency's responsibility to submit a request for reimbursement within 30 days of pay date to Dawn Bye, Program Manager, at dbye@flintandgenesee.org. The request must be submitted with the SYI Funds Request Form (to be sent to all selected agencies) and include all supporting documentation - including timesheets, teen names, hours, and dates worked - from a payroll system (e.g., Paylocity, Quicken, or other payroll or accounting system). No Word or Excel docs will be accepted. Supporting documentation of proof paid and copies of other approved expenses incurred must be attached. If funds are neither expended nor invoices received by Ms. Bye within thirty (30) days, no later than month ending September 30, 2023, funds will be de-obligated. This means that the allocated amount will be reduced by the amount not submitted for reimbursement.

Agencies are required to submit a balanced budget detailing revenue and expenses to support their proposal (see below). The SYI funds must be used to support wages for teen employees **up to \$12/per hour**; FICA ER Tax at 7.65%; and other related employment costs (e.g., Worker's Compensation, FUTA/SUTA ER Taxes). It is recommended that one adult supervisor be designated to supervise fifteen (15) or fewer youth workers. If you are requesting funds for other employees to supervise, explain why funding is needed from SYI and is not available through other sources.

Other expenses will be reviewed for support in relationship to the overall budget submitted and available funds. However, it is recommended that other funds be leveraged to support expenses outside employment costs.

Provide your total program budget **using the format provided at the end this guide**. Your revenue and expense totals must be equal. If you require assistance, contact Mr. James Avery, at javery@flintandgenesee.org, or at (810) 600-1458.

A Memorandum of Understanding (MOU) will be prepared for each organization based on the proposal and final award negotiation with Education & Talent.

SYI RFP Application Must be completed using this link: <https://forms.office.com/r/ek5Js27GSj>

1. Your organization name
2. Name and title of contact person
3. Business address

4. Telephone number
5. Email address
6. Name of Chief Executive Officer
7. Program Title
8. Program Director
9. Other key contacts
10. List your Board of Directors or email a copy to Dawn Bye (dbye@flintandgenesees.org)
11. Proposed program start date
12. Proposed program end date

13. SYI Program Employment Options

There are four options for employers to consider when applying for funding support through SYI. All employment options may begin as soon as the employing agency deems necessary through the MOU end date. All youth employment must adhere to hours legally allowed, per the Youth Employment Standards Act (YESA) for the State of Michigan. Nonprofits may request 100% funding reimbursement to cover teen wages. For-profits can request 50% funding reimbursement for the first 90 days.

Please mark your selection below –

Option 1: Short-Term Employment (3-6 weeks) - This option is for employers who have short-term opportunities for teens during the summer months. It allows teens who may be involved in driver's training, summer academics, sports training, and other youth experiential programs to also have a short-term work experience.

Option 2: Summer-Term Employment (8-10 weeks) - This option is based on a 10-week work schedule. It allows employers to engage individual teens or a group to work with the organization throughout the summer months.

Option 3: Long-Term Employment (Year-round with available funding) - This option is for employers who have an expanded employment opportunity for teens.

Option 4: Internship/Apprenticeship – This option allows employers to engage teens in diverse and advanced training opportunities.

14. Program budget total
15. Amount Requested from SYI
16. Estimate the number of SYI teens you will employ that are ages 14-15
17. Estimate the number of SYI teens you will employ that are ages 16-19
18. List the location(s), with business name and address, where SYI teens will work and the type of work they will be doing.

19. List any other worksites where SYI teens will be placed to work under the oversight of your agency.
20. Organization Experience
Provide information about your organization’s experience employing/working with teens, any partnerships with other organizations/programs that will be part of your summer employment program, and capacity to manage the proposed program.
21. Provide messaging as to why your organization provides a richer work experience than jobs that may pay more but have less life enrichment. Connect your organization with the strengths of SYI employment, including placemaking, beautifying, feeding hunger, improving literacy, and investing in one’s community, as it pertains to your organization's initiatives. This messaging will be shared with teens who are assigned to interview with your organization at the Annual SYI Job Fair.
22. You must have a history of a minimum of three years of organizational operation in Genesee County. How many years has your agency been in operation?
23. There are many worthwhile programs that need financial support. However, resources are limited. Complete the following statement with this in mind:

“For our organization, SYI funding support and partnership will ...”
24. Describe your teen employment program and its purpose. Your response must address each of the following points:
 - o Program goals
 - o Population to be served
 - o Planned program activities
 - o Program implementation plan
 - o Orientation and training for all employees
 - o Parent orientation and involvement
 - o Program partnerships
25. Share your plans for integration of State of Michigan student success factors:

<ul style="list-style-type: none"> • Accurate in one’s work • Basic computer skills • Basic math skills • Basic writing skills • Completes tasks on time • Cooperates as part of a team • Dependable • Enthusiasm for work • Flexible • Follows directions • Follows work rules • Free from substance abuse • Good attendance 	<ul style="list-style-type: none"> • Good listener • Honest • On time for work • Pride in one’s work • Problem-solving skills • Respects others • Responsible • Shows initiative • Treats customers well • Uses common sense • Willing to learn • Works well with co-workers • Works with minimum supervision
--	--

SYI Evaluation & Data Collection

It is a requirement of Education & Talent and our funders to evaluate teen employees using the Pre *and* Post Youth Self-Perception Surveys and the Employer Perception Survey evaluation tools. It is *not* a best practice to pay teens or reimburse agencies who are non-compliant. Each agency will receive these evaluation tools to be completed in a timely fashion at employee orientation, or no later than the end of the first pay period, and before the end of the final pay period. Agencies will be required to complete Employer Perception Surveys for each teen employed, as well as a final program report to be submitted by September 30, 2023. The survey and report form will be provided by SYI administrators.

26. My agency will comply with the evaluation requirements and ensure each SYI teen completes the Pre-Employment Youth Self-Perception Survey at orientation or prior to the end of their first pay period. Ensure each SYI teen completes the Post-Employment Youth Self-Perception Survey prior to the end of their final pay period. Complete the Employer Perception Survey for every SYI teen employed prior to the end of program. Will submit the final program report by September 30, 2023.

27. SYI Volunteer Service

One component of all Education & Talent programs is for youth to participate in civic engagement and service-learning. Volunteer Service Day will be handled by each individual agency. The requirements for this include:

- A 3-hour volunteer project.
- Teens will not receive compensation.
- SYI administrators must be notified of project date and details prior to the event.
- If a teen is unable to attend your organization's scheduled service project, they will need to volunteer with a local nonprofit agency and submit a letter to Education & Talent, from that nonprofit, confirming the youth's service.
- Limited funds are available for reimbursable expenses such as transportation, water, and snacks. If your agency would like to partake of these funds, notify SYI administrators ahead of time.
- Collaboration between agencies is encouraged.

What ideas might you have for how your organization will implement the SYI Volunteer Service Day project with teens employed at your agency?

SYI Expectations of Agency Employers

If your organization is awarded funding, the following expectations are implied in your acceptance of SYI funding - that your organization will:

- Hire SYI-eligible teens at your organization or at your designated partner locations.
- Comply with all federal and state guidelines for employing teens, including all workplace safety requirements.
- Promote application to TQ/SYI for any teens who approach your organization about summer employment.

2023 Summer Youth Initiative (SYI) RFP Guide to assist when completing the Microsoft Form Proposal

- Attend and participate in the Spring SYI Job Fair.
- Attend SYI Agency Team Meetings each month as scheduled by SYI administrators.
- Support and coordinate SYI Volunteer Service Day through planning, promotion, and with participation of your teen employees.
- Conduct an exit interview with each of the teens you employ in order to assist in their personal development.
- Assist teens through the use of the Youth Self-Perception Survey Pre-Program tool during workplace orientation, or within first two weeks of employment, and the Youth Self-Perception Survey Post-Program tool before the end of their employment.
- Provide all program documentation requested by the Education & Talent's established deadlines.
- Complete a final report, including an Employer Perception Survey for each teen employed by your agency, to be shared with all SYI funders. These are due by September 30, 2023, via MS Form. If your agency would like to submit a final report via Word doc, contact Dawn Bye, Program Manager, at dbye@flintandgenesee.org.

**2023 Summer Youth Initiative (SYI) RFP Guide to assist
when completing the Microsoft Form Proposal**

Budget Format

Revenue Source	Amount	Real	In-Kind	Expense Line Item	Amount	Real	In-Kind
SYI				Adult Staff *			
Other sources (please list each separately)				Other employment costs: (FICA, Workman's Comp)			
				Teen Supervisor *			
				Other Employment Costs			
				Teen Staff **			
				Other Employment Costs			
				Supplies/Materials			
				Printing			
				Other costs (list each separately)			
Total				Total			

*Provide detailed breakdown for adult and teen supervisory staff costs

**Provide wage rate breakdown (new/rehires, hourly rate(s))



2023 Summer Youth Initiative (SYI) RFP Guide to assist when completing the Microsoft Form Proposal

2023 SUMMER YOUTH INITIATIVE (SYI) PROJECTED TIMELINE

January 31, 2023	SYI 2023 RFP issued and notice of Information Meeting sent.
February 7, 2023, 1:00pm	RFP Information Meeting (via Microsoft Teams)
January-March 3, 2023	Technical assistance meetings, as requested with agencies
March 3, 2023, 5pm	Agency proposals due to Flint & Genesee Education & Talent
April 3-April 7, 2023	Agencies are notified of SYI awards
April 14, 2023	First SYI 2023 Agency Meeting- ALL selected SYI agencies must attend (topics to include Job Fair process)
May 2023	Spring SYI Job Fair - Genesee Career Institute
June 2, 2023, 11:30am	SYI Agency Meeting
July 14, 2023, 11:30am	SYI Agency Meeting
July 2023	Site Visits begin and continue through August
Summer 2023	Agency-led SYI Volunteer Service Projects
August 2023 (TBA)	SYI End-of-Program Celebration Event
August 24, 2023, 11:30am	SYI Agency Program Debrief and Wrap-Up Meeting
September 30, 2023	SYI Agency End-of-Program Report, Post Youth Self-Perception Survey, and Employer Perception Survey for each employee are due to Education & Talent