



2024 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 the Summer Youth Initiative (hereafter referred to as 'SYI'). Organizations must be located within Genesee County and serve Genesee County residents.

SYI Program Goals & Objectives

Our primary goal is to involve local employers and offer summer employment opportunities to approximately 300 Genesee County youth through this initiative. SYI is designed with several key objectives in mind. First, it aims to establish a robust foundation for workforce development by providing career preparation opportunities. In addition, SYI seeks to foster personal growth and leadership skills among participating teens while encouraging active engagement in community volunteerism. By facilitating connections between motivated students and community organizations, SYI aims to create valuable experiences while supporting the development of both the youth and the local community. SYI is for high school students who have completed our TeenQuest pre-employment and leadership training program. It involves participating in the SYI job fair, where TeenQuest graduates get the chance to interview with Genesee County employers for summer employment opportunities. For more information on the TeenQuest program, visit <https://educateflintandgenesee.org/teenquest/>.

SYI Job Fair

The SYI Job Fair will be held in May 2024. All selected organizations must attend this event. Further details will be provided to the participating organizations, (hereafter referred to as 'employer partners').

Teen Employment

Following the SYI job fair, employer partners will hire eligible teens as employees of their business or organization. There is also the option for employer partners to hire teens and collaborate with other local employers to offer the teens valuable work experiences. If interested in this type of collaboration, more information is available by contacting the SYI administrator.

Employer partners will be responsible for overseeing the teens' employment and determining the specifics of how and where they will be employed. It is expected that all organizations will provide job-specific training for teens employed through SYI. However, since eligible teens have already completed TeenQuest training, duplicating this specific training within the employer partner's program is unnecessary. If an organization chooses to include pre-employment training, SYI will not allocate funds for anything other than job-specific training. Associated costs should be clearly outlined separately in the budget.

Teen Wages and Reimbursement

SYI is a reimbursement program. Nonprofit organizations receive reimbursement to cover most teen employment expenses and, in some cases, limited program costs. SYI will reimburse organizations for teen wages up to \$12/per hour. For-profit businesses can apply for reimbursement of up to 50% of the expenses related to employing teens through the SYI program.



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We recommend designating one adult supervisor for every fifteen (15) or fewer youth workers. In unique circumstances, where a returning teen is hired as a teen supervisor, we will reimburse up to \$12.50 per hour with the pre-approval of the SYI Director.

Memorandum of Understanding (MOU)

- An MOU will be prepared for each employer partner based on their proposal and final negotiation with Education & Talent.

Reimbursement Process

- As an employer partner incurs approved expenses against their MOU total, it is their responsibility to submit a request for reimbursement within thirty (30) days of the pay date.
- Requests must be submitted using our SYI Funds Request Form, with all necessary supporting documentation attached. This must include timesheets extracted from a payroll system such as Paylocity or Quicken, documentation for proof of payment, and copies of other approved expenses. We do not accept Word or Excel documents.
- If funds are not expended, and invoices are not received by our organization within thirty (30) days, specifically by September 30, 2024, funds will be de-obligated. This means that the allocated amount will be reduced by the amount not submitted for reimbursement.

Other Expenses Reimbursement Requests

Other expense reimbursement requests 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.

RFP Required Documents

The following must be sent via email to dbye@flintandgenesee.org

- A balanced budget detailing revenue and expenses to support the proposal using the format provided within this SYI RFP Guide. 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). Provide your total program budget. Your revenue and expense totals must be equal.
- Liability Insurance Coverage Document W-9 (if new to SYI)
- A list of your Board of Directors (unless the information is provided in question #13, under section 7).

Proposal Submission

Proposals and required documents are due no later than Friday, March 1, 2024, by 5:00 p.m. An RFP information meeting is scheduled for February 6th. If you would like to schedule a technical assistance meeting 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.

For your convenience, the application questions are listed below:

1. Your organization name
2. Business address
3. Name of contact person
4. Title of contact person
5. Telephone number
6. Email address
7. Name of Chief Executive Officer
8. Summer Program Title
9. Program Director
10. Program Director Phone Number
11. Program Director Email Address
12. Other key contacts
13. List your Board of Directors or email a copy to Dawn Bye (dbye@flintandgenesee.org)
14. Proposed program start date
15. Proposed program end date

16. SYI Program Employment Options

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

17. Program budget total

18. Amount Requested from SYI

19. Estimate the number of SYI teens you will employ that are ages 14-15

20. Estimate the number of SYI teens you will employ that are ages 16-19

21. List all location(s), with business name and address, where SYI teens will work and the type of work they will be doing.

22. 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.

23. 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.

24. Confirm your organization's three-year operational history in Genesee County, necessary for SYI participation, by indicating the number of operational years.

25. With limited resources, please provide details on how additional funding and support would significantly benefit your organization.

26. Describe your teen employment program and its purpose. Your response must address each of the following points:

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|---|--|
| <ul style="list-style-type: none"> • Program goals • Population to be served • Planned program activities • Program implementation plan | <ul style="list-style-type: none"> • Orientation and training for all employees • Parent orientation and involvement • Program partnerships |
|---|--|

27. Share your plans for integration of State of Michigan student success factors (*address all components that apply to your program - some of these must be present in your program design*).

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| <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 |
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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 organizations who are non-compliant. Each employer partner 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. Employer partners 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, 2024. The survey and report form will be provided by SYI administrators.

28. My organization will comply with the evaluation requirements:

- 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.
- Submit the final program report by September 30, 2024.

SYI Volunteer Service

As a vital component of all Education & Talent programs, youth participation in civic engagement and service-learning is emphasized. Each employer partner is responsible for organizing a Volunteer Service project, with the following requirements:

- A 3-hour volunteer project.
- Teens will not receive compensation.
- SYI administrators must be notified of project date and details prior to the event.
- In case a teen cannot attend your organization's scheduled service project, they should volunteer with a local nonprofit organization and submit a confirmation letter from that nonprofit to Education & Talent, validating the youth's service.
- Limited funds are available for reimbursable expenses such as transportation, water, and snacks. Notify SYI administrators if your organization wishes to utilize these funds.
- Collaboration between employer partners is encouraged.

29. Share your organization's approach to implementing the SYI volunteer service project with the teens employed at your organization.

30. Are you interested in collaborating with other SYI organizations on your Volunteer Service project?

SYI Expectations of Employer Partners

If your organization is selected, the following expectations are implied in your acceptance of SYI funding:

- 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.
- Attend and participate in the SYI Job Fair.
- Attend SYI employer partner team meetings each month as scheduled by SYI administrators.
- Support and coordinate an SYI Volunteer Service project 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.
- Complete a final report, including an Employer Perception Survey for each teen employed by your organization, to be shared with all SYI funders. These are due by September 30, 2024, via MS Forms.
- Provide all program documentation requested by Education & Talent's established deadlines.

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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))

2024 SUMMER YOUTH INITIATIVE (SYI) PROJECTED TIMELINE

February 1, 2024	SYI 2024 RFP issued
February 6, 2024, 1:00pm	RFP Information Meeting
January-February 29, 2024	RFP Technical assistance meetings, as requested
March 1, 2024, 5pm	RFPs due to Flint & Genesee Education & Talent
April 1-April 5, 2024	Notification of approved RFPs
April 11, 2024 11:30am	SYI 2024 Kick-Off Meeting - ALL selected SYI organizations must attend (topics to include Job Fair and reimbursement process)
May 2024 (TBA)	Spring SYI Job Fair - Genesee Career Institute
June 6, 2024, 11:30am	SYI Employer Partner Meeting
July 11, 2024, 11:30am	SYI Employer Partner Meeting
July 2024	Site Visits begin and continue through August
Summer 2024	SYI Volunteer Service Projects
August 2024 (TBA)	SYI End-of-Program Celebration Event
August 22, 2024, 11:30am	SYI Program Debrief and Wrap-Up Meeting
September 30, 2024	SYI End-of-Program Report, Post Youth Self-Perception Survey, and Employer Perception Survey for each employee are due to Education & Talent