2017 SUMMER YOUTH INITIATIVE (SYI) REQUEST FOR PROPOSALS

The Flint & Genesee Chamber of Commerce (FGCC) seeks proposals from nonprofits, for-profits, post-secondary institutions and K-12 schools that desire to employ TeenQuest graduates, ages 14-19, during the summer months. Applicants must be located within Genesee County and serve Genesee County residents.

The FGCC will hold an information meeting regarding the 2017 Summer Youth Initiative. This meeting will provide new applicants with complete information about the program as well as helpful tips for a successful application. If your organization has been funded in the past, this meeting is optional, however, there are some changes in this year’s program. The meeting is scheduled for Friday, January 27, 2017, 9-10:30 a.m., Flint & Genesee Chamber of Commerce, 519 S. Saginaw, Mott Foundation Conference Center first floor. Please park in the surface lot on Saginaw between First Street and Kearsley (enter off Kearsley). Parking will be validated for this lot.

If you are unable to attend the meeting but are interested in applying for funding support, we are happy to schedule a meeting with your organization at any time following the issuance of the Request for Proposals.

RFP Meeting RSVP: (810)600-1413 or email pstainbrook@flintandgenesee.org
Technical assistance scheduling: Paula Stainbrook, (810)600-1413

In 2016, financial support was generously provided by the C. S. Mott Foundation, Community Foundation of Greater Flint –Helen Dennis Family Fund and the Grand Blanc Community Fund Advisory, Ruth Mott Foundation, Merkley Youth Charitable Trust, Genisys Credit Union, Hagerman Foundation, Burroughs Memorial Trust, all WalMart locations in Genesee County, United Way of Genesee County, and the Child Welfare Society of Flint. Funding for the 2017 SYI Program is currently under consideration by several foundations and trusts.

Submit SYI Proposals by March 24, 2017 to:
Rhetta Hunyady, Vice President, Education & Training
Flint & Genesee Chamber of Commerce
519 S. Saginaw, Suite 200
Flint MI 48502* (810) 600-1412
Email: rhunyady@flintandgenesee.org
SUMMER YOUTH INITIATIVE 2017
REQUEST FOR PROPOSALS

The Flint & Genesee Chamber of Commerce (FGCC) seeks 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, during the summer months. Organizations must be located within Genesee County and serve Genesee County residents.

SYI PROGRAM GOALS
The FGCC has four major 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.
- Strengthen the overall accountability of the program.

It is the objective of the FGCC to engage area employers to employ up to 600 Genesee County youth through this initiative.

SYI PROGRAM EMPLOYMENT OPTIONS
In 2017, there are three options for employers to consider when applying for funding support through SYI:

Option 1: Short-term employment (3-6 weeks)
This option is for employers who have short-term opportunities for teens during the summer months. This option allows teens who may be looking at driver’s training, summer school, sports training and other youth experiential programs to also have a short-term work experience. Nonprofits can request 100% funding to cover employment costs. For profits can request 50% funding to cover employment costs.

Option 2: Summer-term employment (8-10 weeks)
This option is based on a 10-week schedule, beginning June 26, 2017 and ending September 1, 2017. This option allows employers to engage a group or an individual teen to work with the organization throughout the summer months. Nonprofits can request 100% funding to cover employment costs. For profits can request 50% funding to cover employment costs.

Option 3: Long-term employment (10-15 weeks)
This option is for employers who have an expanded employment opportunity for teens that could begin before June 26, 2017 and/or last beyond September 1, 2017. Nonprofits can request 100% funding to cover employment costs for the first 90 days and 50% for the remaining employment period. For profits can request 50% funding for the first 90 days.

Organizations may hire the teens as employees to staff their own programs and/or partner with other area employers to provide the teen’s work experience. For the purpose of this proposal, 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.

**Supervising Agency Eligibility**
All organizations interested in applying for SYI 2017 funding through the FGCC must meet the following criteria:

- Must have a IRS designation
- Must have experience in working with youth, particularly teens
- Must have a board of directors or leadership group responsible for organizational oversight separate from SYI program management
- Have a minimum of three years of organizational operation in Genesee County
- Provide proof of your organization’s liability insurance coverage
- Provide a safe working environment for the teens you desire to employ through SYI.

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

- Hire SYI eligible teens (eligibility defined below) at your organization or at your designated partner locations
- Comply with all federal and state guidelines for employing teens
- Promote application to TQ/SYI for any teens who approach your organization about summer employment
- Attend and participate in the SYI Job Fair on Saturday, April 29, 2017 at Baker College of Flint
- Attend SYI Agency Team Meetings each month as scheduled by the FGCC
- Support the SYI Volunteer Service Day through promotion with and participation of your teen employees
- Conduct an exit interview with each of the teens you employ to assist in their personal development
- Provide all program documentation requested by the FGCC by the established deadlines
- Complete a final report that will be shared with all of the funders of SYI.

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

**Teen Eligibility and Application**
To be eligible for SYI employment consideration, teens must meet the following criteria:

- Teens must be ages 14-19 and currently in grades 9-12. Both the age and grade level requirements must be met.
• Teens must live in and attend a Genesee County school. This includes public, private, and charter schools. Home schooled students are eligible provided they can verify their education status and residency. Teens that currently attend a Genesee County school and live in a neighboring county are also eligible to apply.

• Teens must successfully complete TeenQuest pre-employability leadership training provided through the FGCC. The training is offered in an after-school setting at multiple high school sites throughout the school year from September to March. Teens that 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. For more information on the TeenQuest program, visit www.flintandgenesee.org.

• Teens must complete an SYI Application and return it to the FGCC by the established deadline. Applications are mailed directly to the home of every eligible teen in January of each year.

• Teens that complete the above criteria will be invited to attend the SYI Job Fair. Attending the Job Fair is a requirement for summer employment with SYI supervising agencies. The SYI Job Fair is Saturday, April 29, 2017. Exceptions will be made for any teen who is ill or whose religion observes Saturday as a holy day. Also, if a teen has a school related event on the day of the SYI Job Fair and is unable to attend, they must contact Paula Stainbrook or Rhetta Hunyady at the Chamber, explain what the conflict is, and submit written verification from the school program leadership prior to the job fair. Written proof will be required to be considered for opportunities that become available following the SYI Job Fair.

• Teens who have previously been employed by SYI agencies may reapply to SYI each year they are in high school.

• Teens that are employed by an SYI supervising agency must commit to participate in the SYI Volunteer Service Day coordinated by the FGCC.

• Teens will be asked to complete a SYI Program Evaluation to gain their perceptions of the overall program.

• Teens that are 19 or older and no longer in high school are not eligible for these positions, but may be considered by a supervising agency for a teen supervisory level position.

• TeenQuest graduates, ages 18 and older, who are out of high school will be invited to semi-annual FGCC Job Fairs for local employment opportunities.

SYI Teen Applications are available through the FGCC’s website, email and/or mail requests. If you would like to receive SYI Teen Applications, please email your request to pstainbrook@flintandgenesee.org or call 810.600.1413. You may reproduce applications, however please be sure to copy the entire application. Teens have been ineligible in the past because they received and submitted a partial application.

Teens will complete and submit applications to FGCC by March 31, 2017. Please do not accept or hold applications. The central intake allows the FGCC to prepare for the SYI Job Fair and collect important data about the youth applying to this program, which is shared with the funders and the agencies. Based on the teen’s selection of three types of jobs they are interested in, the FGCC will provide a copy of the application to those agencies for review in preparation for the SYI Job Fair. If no agencies are selected by the student, (unknown or are open to placement), the FGCC will route the
applications to the agencies that have an opportunity matching the teen’s age, interests and ability. Due to the timing of both proposals and applications being submitted at the same time, the names of the agencies are not listed in the teen application.

**SYI Program Timeline**
The following is the proposed timeline for the 2017 Summer Youth Initiative:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 2016</td>
<td>TeenQuest and SYI 2017 Student applications are available</td>
</tr>
<tr>
<td>Sept-March</td>
<td>TeenQuest Pre-Employment Leadership Training Sessions offered</td>
</tr>
<tr>
<td>Jan 2017</td>
<td>SYI 2017 RFP issued and notice of Information Meeting</td>
</tr>
<tr>
<td>Jan 27</td>
<td>RFP Information Meeting</td>
</tr>
<tr>
<td>Jan-Mar</td>
<td>Technical assistance meetings as requested with agencies</td>
</tr>
<tr>
<td>Mar 24</td>
<td>Proposals due to the FGCC</td>
</tr>
<tr>
<td>Mar 31</td>
<td>Student applications due to the FGCC</td>
</tr>
<tr>
<td>Mar 31</td>
<td>Agencies are notified of SYI awards</td>
</tr>
<tr>
<td>April 13</td>
<td>SYI Agency Meetings begin. All SYI agencies must attend.</td>
</tr>
<tr>
<td>April 29</td>
<td>SYI Job Fair at Baker College of Flint</td>
</tr>
<tr>
<td>June</td>
<td>SYI Agency Meeting</td>
</tr>
<tr>
<td>June 26</td>
<td>SYI Program begins</td>
</tr>
<tr>
<td>July</td>
<td>SYI Agency Meeting</td>
</tr>
<tr>
<td>July</td>
<td>Site Visits begin and continue through August.</td>
</tr>
<tr>
<td>TBA</td>
<td>SYI Volunteer Service Project and Student Celebration Event</td>
</tr>
<tr>
<td>Aug</td>
<td>SYI Agency Meeting, Program Debrief and Wrap-Up Meeting</td>
</tr>
<tr>
<td>Sept 1</td>
<td>SYI Program ends</td>
</tr>
<tr>
<td>Oct 6</td>
<td>SYI Agency Program Report due to the FGCC</td>
</tr>
</tbody>
</table>

**SYI Job Fair & Teen/Parent Orientation**
The FGCC will hold the SYI Job Fair on April 29, 2017. There are two components: 1) a teen/parent orientation meeting outlining the commitment for both the SYI program partners and the teens; and 2) up to three interviews with the SYI supervisory agencies and other area employers. There are three sessions throughout the day beginning at 8:00 a.m. and concluding at 6 p.m. Each teen is scheduled for one of the sessions, with the oldest teens arriving for the first session to the youngest teens in the third session.

SYI funding can only be used to employ teens who attend the SYI Job Fair and complete all components successfully. All teen applicants who have met the program criteria will be invited by the FGCC to attend, together with their parents/guardians. Due to the overwhelming number of applicants, the only exceptions allowed for the teens who do not attend the SYI Job Fair will be for any teen who is ill (doctor’s note must be provided), whose religion observes Saturday as a holy day (written note from the church leader) or school-related event (written note from the school event principal/coach prior to the Job Fair).

We encourage parents and guardians to attend the SYI Job Fair, especially if this is the first time. An orientation presentation is provided at the beginning of the Job Fair with key information for families and teens. Parent/guardians are not mandated to attend. It will be the responsibility of the teen to share the orientation meeting information with their parent/guardian following the event.

All SYI supervising agencies must provide adequate staff to interview teens at the SYI Job Fair. The FGCC recommends 3-5+ interviewers from each agency be present.
Other non-profit and for-profit employers will be invited to interview and hire teens. It is proposed to leverage “dollar for dollar” with other Genesee County employers who employ teens, ages 14-19, at any time during the year.

**SYI Teen Employability Success Factors**

The State of Michigan lists the following as keys to job success for students:

<table>
<thead>
<tr>
<th>Dependable</th>
<th>Pride in one’s work</th>
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<tbody>
<tr>
<td>Responsible</td>
<td>Willing to learn</td>
</tr>
<tr>
<td>Honest</td>
<td>Works well with co-workers</td>
</tr>
<tr>
<td>Respects others</td>
<td>Cooperates as part of a team</td>
</tr>
<tr>
<td>Good listener</td>
<td>Flexible</td>
</tr>
<tr>
<td>Follows directions</td>
<td>Completes tasks on time</td>
</tr>
<tr>
<td>On time for work</td>
<td>Enthusiasm for work</td>
</tr>
<tr>
<td>Good attendance</td>
<td>Follows work rules</td>
</tr>
<tr>
<td>Free from substance abuse</td>
<td>Treats customers well</td>
</tr>
<tr>
<td>Basic writing skills</td>
<td>Uses common sense</td>
</tr>
<tr>
<td>Basic math skills</td>
<td>Shows initiative</td>
</tr>
<tr>
<td>Basic computer skills</td>
<td>Accurate in one’s work</td>
</tr>
<tr>
<td>Problem solving skills</td>
<td>Works with minimum supervision</td>
</tr>
</tbody>
</table>

SYI 2017 will utilize these factors as part of the personal, leadership and employability readiness assessment and exit interviews.

**SYI Volunteer Service**

The SYI supervising agencies and the FGCC will set the date for the SYI Volunteer Service Day at the first team meeting in April 2017. Working with SYI and other local agencies to identify volunteer service projects, the FGCC will coordinate the SYI Volunteer Service Day. While the youth will not be paid, the FGCC will provide transportation and meal service. At the conclusion of the day, the FGCC team and SYI agencies will host a celebration for the youth to recognize their volunteerism.

**SYI 2017 Reimbursement and Budget Format**

The **SYI program is a reimbursement program**, meaning that as an agency incurs approved expenses against the total grant award, a request for reimbursement is submitted. All requests for reimbursement must be sent to FGCC on a monthly basis including all supporting documentation including payroll records with teen names, copies of other approved expenses incurred. If funds are not expended and invoice received by the FGCC within thirty (30) days no later than the month ending September 30, 2017, funds will be deobligated. Deobligated 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 your proposal (see below). The SYI funds must be used to support the wages for teen employees at $8.90 per hour, FICA at 7.65%, and other related employment costs (workman’s comp). Other expenses will be reviewed for support in relationship to
the overall budget submitted and available funds. However, it is recommended other funds should be leveraged to support expenses other than employment costs.

**SYI Evaluation**
The FGCC has a strong history of evaluating every service delivered by its team. We will include written evaluations as a part of each component to be completed by the SYI agencies and participants. Agencies will be required to complete a final program report to be submitted by **October 6, 2017**. This information will be compiled in final form for all funding organizations.

**Proposed SYI Partners**
The success of SYI 2017 will be the result of the collaboration of many efforts. The FGCC proposes to enlist the following organizations as partners in the delivery of SYI 2017:

*Potential Youth Employers*: FGCC Members, other Genesee County employers, nonprofit agencies, post-secondary institutions and schools

*SYI Job Fair*: Baker College of Flint, area colleges and universities, and other youth workforce development programs

*SYI Volunteer Service Sites and Celebration Site*: City of Flint, other nonprofits, neighborhood block clubs and Kearsley Park.

**SYI Contact and Submission Information**

Proposals are due on March 24, 2017 and may be mailed or hand delivered to the FGCC. Six (6) paper copies and one CD or flash drive with your proposal are requested. If you have any questions or would like to schedule a technical assistance session with the FGCC team, please contact Paula Stainbrook at 810.600.1413 or email pstainbrook@flintandgenesee.org. Technical assistance will be offered at any time to any organization considering application to the Summer Youth Initiative.

REQUEST FOR PROPOSALS ARE DUE MARCH 24, 2017 BY 5 P.M.  
Please provide (6) copies.
2017 SUMMER YOUTH INITIATIVE PROPOSAL

Thank you for your interest in the 2017 Summer Youth Initiative. Please respond to all questions. Feel free to use additional space. If you would like to have the RFP emailed to you, please send an email to pstainbrook@flintandgenesee.org.

Name of Organization:
Address:
Telephone/Fax/Email:
Chief Executive Officer:
Agency IRS Status: (Please include a copy of the current IRS ruling letter with your proposal.)
Years of Operation:
Agency Liability Insurance Coverage: ___ Yes ___ No ___ Pending (Please include a copy of the liability insurance coverage with your proposal.)
Board of Directors: Please include a list of your current board members.

Program Title:
Program Director:
Telephone/Fax/Email:
Other Key Contacts:
Telephone/Fax/Email:
Program Option: Select the option that fits your desired program timeline.
___ Option 1 (3-6 weeks) ___ Option 2 (8-10 weeks) ___ Option 3 (10-15 weeks)
Time Period of Program:
Program Budget Total:
Amount Requested from SYI:
Program Purpose and Description: Your response should cover the following information.
   Program goals:
   Population to be served:
   Planned program activities:
   Program implementation plan:
   Program location(s):
   Recruitment, orientation, and training for all employees:
   Parent orientation and involvement:
   Program partnerships:
   Integration of State of Michigan student success factors:

Organization Experience: Please provide information about your organization’s experience employing/working with teens, partnerships with other organizations/programs that will be part of your summer employment program, and capacity to manage the proposed program.
Teen Employees: Please estimate the number of students you will employ by age.

_____ Age 14-15
_____ Age 16-19

Other Employees: Please identify other employees, their function, rate of pay, and number of hours they will work. It is recommended that one adult supervisor be designated to supervise fifteen (15) youth workers. If you are requesting funds for other employees, please explain why funding is needed from SYI and is not available through other sources.

Teen Work Assignments: Please identify where the students will work and what type of work they will be doing.

Supervising Agency Assignments:

Employment Assignments at other sites with oversight by your agency (list any other worksites that teens will be placed at to work):

SYI 2017 Program Budget: Please provide your total program budget using the format below. Also, all teens will be paid at the State of Michigan minimum hourly wage rate is $8.90 per hour. No teen training wage rates are to be used.

2017 Budget Format

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Amount</th>
<th>Real</th>
<th>In-kind</th>
<th>Expense Line Item</th>
<th>Amount</th>
<th>Real</th>
<th>In-kind</th>
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<tbody>
<tr>
<td>SYI Adult Staff</td>
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<td>Other employment costs: (FICA, workman’s comp)</td>
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<tr>
<td>SYI Other sources (please list each separately)</td>
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<td>Teen Supervisor*</td>
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<tr>
<td>SYI Other sources</td>
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<td></td>
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<td>Other employment costs</td>
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<td>Other sources (please list each separately)</td>
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<td>Teen Staff**</td>
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<td>Other sources</td>
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<td>Other employment costs</td>
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<td>Other sources (please list each separately)</td>
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<td>Supplies/Materials</td>
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<td>Other sources</td>
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<td>Printing</td>
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<td>Other sources (please list each separately)</td>
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<td>Other costs (list each separately)</td>
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</table>

*Provide detailed breakdown for adult and teen supervisory staff costs.
** Provide wage rate breakdown (new/rehires, hourly rate(s))

Your revenue and expense totals must be equal. This is an important part of your proposal. If you need assistance, please do not hesitate to contact us.
Final Question: There are many worthwhile programs that need financial support. However, resources are limited. Please complete the following statement. This is an important part of the proposal.

“The Summer Youth Initiative funding support and partnership will …”

Submit proposals by March 24, 2017 to:
Flint & Genesee Chamber of Commerce
Attention: Rhetta Hunyady
519 S. Saginaw, Suite 200
Flint MI 48502

Please submit 6 paper copies of your proposal and in Microsoft Word format on 1 CD.