



2019 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 invites all interested parties to an **informational meeting** regarding the 2019 Summer Youth Initiative. This meeting will provide new and returning 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. The meeting is scheduled for **Friday, February 6, 2019, 8:30-9:30 a.m.**, Flint & Genesee Chamber of Commerce, 519 S. Saginaw, Mott Foundation Conference Center first floor.

If you are unable to attend the meeting but are interested in applying for funding support, we are happy to schedule an individual 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 2018, financial support for SYI was generously provided by the C. S. Mott Foundation, Community Foundation of Greater Flint, Frederick and Stella Loeb Charitable Trust, Ruth Mott Foundation, Merkle Youth Charitable Trust, McCredie Insurance, Hagerman Foundation, The Burroughs Memorial Trust, Wal-Mart stores of Genesee County, United Way of Genesee County and Zonta Club of Flint 1. Funding for the 2019 SYI Program is currently under consideration by several foundations and trusts.

**Submit SYI Proposals by
Thursday, March 21, 2019 to:**

**James Avery, Director of Education & Training
Flint & Genesee Chamber of Commerce
519 S. Saginaw, Suite 200
Flint MI 48502 (810) 600-1458
Email: javery@flintandgenesee.org
SUMMER YOUTH INITIATIVE 2019
REQUEST FOR PROPOSALS**

Please submit 6 paper copies of your proposal.

The Flint & Genesee Chamber of Commerce (FGCC) 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, 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 approximately **400** Genesee County youth through this initiative.

SYI PROGRAM EMPLOYMENT OPTIONS

In 2019, 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 reimbursement to cover employment costs. For-profits can request 50% funding reimbursement to cover employment costs.

Option 2: Summer-term employment (8-10 weeks)

This option is based on a 10-week work schedule, beginning June 24, 2019 and ending August 30, 2019. 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 reimbursement to cover employment costs. For-profits can request 50% funding reimbursement 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 as early as June 3, 2019 and last through September 27, 2019. Nonprofits can request 100% funding reimbursement to cover employment costs for the first 90 days and 50% funding reimbursement for the remaining employment period. For-profits can request 50% funding reimbursement 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 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.

Organizations should also be mindful that Genesee County has three school districts, Beecher, Davison and Flint, that will be balanced calendar districts in 2019-2020. Students from these districts may have altered availabilities in comparison to students from other school districts.

Supervising Agency Eligibility

All organizations interested in applying for SYI 2019 funding through the FGCC must meet the following criteria:

- Must have an 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.
- Must have a history of a minimum of three years of organizational operation in Genesee County.
- Must provide proof of organization's liability insurance coverage.
- Must 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 27, 2019 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.***
- Guide teens through the use of the Youth Self-Perception Survey tool during workplace orientation and at aforementioned exit-interview.
- Provide all program documentation requested by the FGCC by the established deadlines.
- Complete a final report, ***including an Employer Perception Survey for each teen employed by your agency***, that will be shared with all 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 age and grade level requirements must be met.
- Teens must both live in Genesee County 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 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. 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 27, 2019. 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 James Avery 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 29, 2019**. 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 2019 Summer Youth Initiative:

Sept 2018	TeenQuest and SYI 2019 Student applications are available
Sept 2018-Mar 2019	TeenQuest Pre-Employment Leadership Training Sessions offered across Genesee County
January 2019	SYI 2019 RFP issued and notice of Information Meeting sent
February 6, 2019 (am)	RFP Information Meeting
January-March 2019	Technical assistance meetings as requested with agencies
March 21, 2019	Proposals due to the FGCC
March 29, 2019	Student applications due to the FGCC
April 1, 2019	Agencies are notified of SYI awards
April 17, 2019 (4-5 pm)	SYI Agency Meetings begin. All SYI agencies must attend.
April 27, 2019	SYI Job Fair at Baker College of Flint
June 2019 (TBA)	SYI Agency Meeting
June 24, 2019	SYI Program begins
July 2019 (TBA)	SYI Agency Meeting
July 2019 (TBA)	Site Visits begin and continue through August.
TBA 2019	SYI Volunteer Service Project and Student Celebration Event
August 30, 2019	SYI Agency Meeting, Program Debrief and Wrap-Up Meeting
Aug 31, 2019	SYI Program ends
September 27, 2019	SYI Agency Program Report, Youth Self-Perception Surveys I&II, and Employer Perception Surveys for each employee are due to the FGCC.

SYI Job Fair & Teen/Parent Orientation

The FGCC will host the **SYI Job Fair on April 27, 2019**. 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 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 religious organization leader/parent), 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 their teen is applying for SYI. 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:

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

SYI 2019 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 2019. 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 2019 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 and 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, 2019, 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 \$9.45 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 & Data Collection

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 **September 27, 2019**. This information will be compiled in final form for all funding organizations. A new component of this report in 2019, and going forward, is the Youth Self-Perception Surveys, pre-and post-evaluation data, and the Employer Perception Survey. The second Youth Self-Perception Survey and the Employer Perception Survey should be completed, by the teen and employer/supervisor respectively, during the teen's exit interview.

Proposed SYI Partners

The success of SYI 2019 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 2019:

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 Bluebell Beach

SYI Contact and Submission Information

Proposals are due on **Thursday, March 21, 2019** and may be mailed or hand-delivered to the FGCC. Six (6) paper copies of 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.

2019 SUMMER YOUTH INITIATIVE PROPOSAL

Thank you for your interest in the 2019 Summer Youth Initiative. Please respond to all questions. Feel free to use additional space. If you would like the RFP sent electronically, please email a request to pstainbrook@flintandgeneseee.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 2019 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 \$9.45 per hour. No teen training wage rates are to be used.

2019 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))

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 with this in mind. This is an important part of the proposal.

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

**Submit proposals by Thursday, March 21, 2019 to:
Flint & Genesee Chamber of Commerce
Attention: James Avery
519 S. Saginaw, Suite 200
Flint MI 48502**

Please submit 6 paper copies of your proposal.