

2022 Summer Youth Initiative (SYI) RFP Guide

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, during the summer months in accordance with SYI. Organizations must be located within Genesee County and serve Genesee County residents.

1.

SYI Program Employment Options

There are three 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, and must be completed no later than September 30, 2022. 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 (10-15 weeks) - This option is for employers who have an expanded employment opportunity for teens through September 30, 2022.

2.

SYI Volunteer Service

One component of all Education & Talent programs is for youth to participate in civic engagement and service-learning. Pre-pandemic, the SYI Volunteer Service Day was organized program wide by SYI administrators. However, during pandemic summers, 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

2022 Summer Youth Initiative (SYI) RFP Guide

- 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, made 'Attention: Mr. James Avery,' 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, please notify SYI administrators ahead of time.

If conditions permit, Education & Talent will host a celebration for SYI teens to recognize their volunteerism.

Is your agency able to carry this out? Please state yes or no. What ideas might you have for how your organization will implement the SYI Volunteer Service Day project with teens employed at your agency?

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, 2022, 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, please 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.

Please provide your total program budget **using the format provided on p. 7 of this guide**. Your revenue and expense totals must be equal. If you require assistance, please do not hesitate to 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.

Please send your agency's 2022 SYI budget and your organization's liability insurance coverage to Dawn Bye, Program Manager, at dbye@flintandgenesee.org.



2022 Summer Youth Initiative (SYI) RFP Guide

3.

How will your agency comply with all applicable state and local requirements regarding workplace safety guidelines, including those related to COVID-19? For workplace safety guidelines and resources, visit Michigan.gov/MIOSHA or call the work safety hotline at 855-SAFEC19 (855-723-3219).

4.

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?

5.

Will your agency comply with the evaluation requirements and ensure that the SYI teens you employ complete the Pre/Post Youth Self-Perception Surveys at the beginning and end of the program (at orientation or end of first pay period and before the end of the final pay period), and an agency representative will complete the Employer Perception Survey for every teen employed?

6.

Your Organization Name

7.

Address

8.

Name and Title of Contact Person

9.

Telephone Number

10.

Email Address

11.

Name of Chief Executive Officer

12.

Please either list your Board of Directors here or send a copy to Ms. Dawn Bye.

13.

Program Title

14.

Program Director

2022 Summer Youth Initiative (SYI) RFP Guide

15.

Other Key Contacts (Please include telephone/email)

16.

Proposed Program Start Date

17.

Proposed Program End Date

18.

Program Budget Total

19.

Amount Requested from SYI

20.

Organization Experience

Please 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.

Please 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.

Please estimate the number of SYI teens you will employ that are ages 14-15.

23.

Please estimate the number of SYI teens you will employ that are ages 16-19.

24.

Please list the location (with name and address) where SYI teens will work and what type of work they will be doing.

25.

List any other worksites where SYI teens will be placed to work under the oversight of your agency.

2022 Summer Youth Initiative (SYI) RFP Guide

26.

There are many worthwhile programs that need financial support. However, resources are limited. Please complete the following statement with this in mind:

“For our organization, SYI funding support and partnership will ...”

27.

Please 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 Program location(s)
- o Orientation and training for all employees
- o Parent orientation and involvement
- o Program partnerships

28.

Please 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 |
|--|--|

2022 Summer Youth Initiative (SYI) RFP Guide

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 COVID-19 workplace safety requirements.
- Promote application to TQ/SYI for any teens who approach your organization about summer employment.
- 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.
- Guide 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, 2022, via MS Form. If your agency would like to submit a final report via Word doc, please send to Sherrema A. Bower, Grants Specialist, at sbower@flintandgenesee.org and cc: Dawn Bye, Program Manager, at dbye@flintandgenesee.org.

Budget Format

2022 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			

2022 SUMMER YOUTH INITIATIVE (SYI) PROJECT TIMELINE

January 2022	SYI 2022 RFP issued and notice of Information Meeting sent
February 10, 2022, 1pm	RFP Information Meeting (via Microsoft Teams)
January-March 2022	Technical assistance meetings, as requested with agencies
March 18, 2022, 5pm	Agency proposals due to Flint & Genesee Education & Talent
March 31, 2022	Student applications to the Annual Spring SYI Job Fair due to Flint & Genesee Education & Talent
April 4-April 8, 2022	Agencies are notified of SYI awards
April 14, 2022	SYI Agency Meetings begin - ALL selected SYI agencies must attend
April 30, 2022	Spring SYI Job Fair (tentative in-person at Genesee Career Institute)
June 2, 2022, 11:30am	SYI Agency Meeting
June 2022	SYI Program begins (if an SYI organization would like to begin in May, please notify Mr. James Avery at javery@flintandgenesee.org)
July 14, 2022, 11:30am	SYI Agency Meeting
July 2022	Site Visits begin and continue through August
Summer 2022	Agency-led SYI Volunteer Service Projects
August 2022 (TBA)	SYI End-of-Program Celebration Event
August 25, 2022, 11:30am	SYI Agency Program Debrief and Wrap-Up Meeting
September 30, 2022	SYI Program Ends
September 30, 2022	SYI Agency End-of-Program Report, Post Youth Self-Perception Survey, and Employer Perception Survey for each employee are due to Education & Talent