

REQUEST FOR PROPOSALS
UNDER THE 2010 TANF
SUMMER YOUTH EMPLOYMENT PROGRAM



Anthony J. Picente, Jr.
Oneida County Executive

RFP ISSUED BY:

ONEIDA COUNTY
WORKFORCE DEVELOPMENT
THE PAUL BUILDING
209 ELIZABETH STREET, 2nd Floor
UTICA, NY 13501



TANF SUMMER YOUTH EMPLOYMENT PROGRAM OVERVIEW

In the spring of 2000, New York State made funding available to Local Workforce Investment Areas including the Herkimer-Madison-Oneida Consortium to operate a summer youth employment program. This funding came from the Temporary Assistance for Needy Families (TANF) program. The program was refunded at various levels over the past few years. The purpose of the program is to provide full wage subsidy paid summer employment to TANF eligible participants. During the 2009 program, Oneida County Workforce Development was able to serve 338 eligible youths. Of this total 120 youths were served through seven (7) contracted projects that provided a wide range of occupational skills training, work experience and other services. The remaining 218 youths were placed at various worksites throughout the County.

It is unknown at this time whether funding will be budgeted by the State of New York for a 2010 TANF Summer Youth Employment Program. Despite this uncertainty, we are proceeding with our planning for a smaller 2010 TANF summer program.

TARGET POPULATION: Funds provided under this program are targeted for TANF eligible youths age 14-18.

PROGRAM SPECIFICS:

It is expected that the 2010 TANF Summer Youth Employment Program will tentatively start on Tuesday, July 6, 2010 and run until Thursday, August 5, 2010. For the purpose of this Request for Proposal, Oneida County Workforce Development is asking for the submittal of a proposal that delineates program services and budget needs. **The youths will be allowed to work 20 hours per week and will be paid directly by Oneida County Workforce Development. Youths may work Monday through Thursday for up to 5 hours per day.**

TANF PERFORMANCE GOALS AND OBJECTIVES

While the TANF Summer Program is conducted during the summer vacation months, all of the activities which can be funded under this program are designed to provide long term benefits to youth participants. Allowable activities include:

- Work subsidies for eligible youths
- Education and training
- Supportive services
- Transportation for employed persons for the purpose of attending work or training
- Counseling and employment related services
- The purchase of tools, uniforms or clothing necessary to perform work duties

Although educational services and activities are also required to be provided under this program, the focus remains youth employment. Youth participants cannot solely be involved in educational and/or career exploration activities. Although these activities are appropriate for SYEP participants, they should complement youth employment and not constitute the youth's total program involvement. It is important to understand that employment, and on-the-job lessons and experiences, are the goals of SYEP.

The program is intended to provide assistance to needy families and to prevent the incidence of out of wedlock pregnancies by engaging youths in meaningful activities. This will be accomplished by providing youngsters with intensive academic training, exposure to job opportunities, and the support and encouragement of social workers and counselors.

Other long-term goals of the TANF Summer Program are to help targeted youths accumulate credit toward high school graduation, graduate from high school, and enroll in post-secondary education, or get a job.

Local Performance Goals and Objectives

Improvement in school retention and completion will be promoted by exposing youths to realistic career fields and demonstrating the importance of attaining a high school diploma. Integrated academics will help youths to experience the direct application of their studies at the workplace. Career exploration will expose youths to job opportunities and encourage them to set career goals. By receiving career guidance, young participants will gain information on the educational requirements for the jobs that they find of interest.

Improvement in academic performance and employability skills will be measured by pre- and post-tests, and/or by teacher and work site evaluations, which measure skills gained during the summer program. Skills to be measured are:

- Basic skills attained
- Pre-employability and other work-related skills learned during summer work experience
- Occupational skills acquired during vocational exploration programs

Coordination with community service organizations will be achieved by, a) involving the Department of Social Services in the youth recruitment process, b) utilizing academic and business resources for program training, and c) referring youths to other community services organizations for intervention and support as a part of the guidance, counseling and advocacy process.

Request for Proposal Guidelines

To implement the local 2010 TANF Summer Youth Employment Program under the above model, Oneida County Workforce Development is seeking vendors to provide services for eligible youths described above. Training can be provided to a group of ten (10) or more TANF participants at a time, at a site to be determined based on participants' needs.

Public agencies qualified to assist TANF youth by providing them with meaningful work and educational activities may submit a program proposal (four copies) to **Oneida County Workforce Development, 209 Elizabeth Street, Utica, New York 13501, Attention: David Mathis, Director.**

Proposals should consist of a program narrative, and must include a description of services to be provided through a variety of activities in a group setting.

Topics to be covered should include:

- Outreach and Recruitment
- Orientation and Assessment
- Program Activities
- Staffing Plan
- Supportive Services
- Program Outcomes

A proposed time schedule for program activities must be included and show the number of hours of direct services to be provided.

A fully delineated line item budget must be attached which describes program costs. These costs may include:

*Personnel costs (include a breakout that lists job titles, rate of pay, and FTE or anticipated time to be spent in project activities, as well as fringe benefit rate)

*Operating expenses (include such things as staff travel; communications; facilities costs; and training materials)

*Participant expenses (include such things as participant training materials, books, supplies and support services)

Leveraged Resources-List other resources that contribute to the delivery of the proposed program. Include Budget Item (staff, operating costs, etc) with a brief description, actual or estimated amount, and source that contributes to the delivery of the proposed program.

(For those interested in the funding of youth wages only, a fully completed Request for Proposal is not necessary. A letter, delineating the number of youth requested for your project, plus a one page project summary will suffice).

Completed Request for Proposal documents must be submitted to Oneida County Workforce Development by **March 5, 2010.**

Any questions regarding this solicitation may be addressed to David Mathis, Director of Oneida County Workforce Development, or Anthony Ricci at (315) 798-5908.