



## Summer 2021 Work Based Learning Experience RFP

RFP's will be accepted until 5:00p.m. EST on  
Friday March 5, 2021  
and must be **emailed to [yaw3@newhavenct.gov](mailto:yaw3@newhavenct.gov)**

Youth@Work is a public-private partnership of the City of New Haven and Workforce Alliance. Youth@Work provides temporary summer and year-round employment opportunities, workplace exposure and work readiness skills to youth ages 14-21 who face socio-economic barriers to workplace success.

Workplace experiences and services to youth are provided through an extensive network including the New Haven Public School system, local businesses, workforce development boards, community-based organizations, civic and faith groups and Universities. While we facilitate the placement of youth into jobs, **this is not an employment program**, *but a training experience for youth to learn basic work skills by exposure to various workplace settings.*

Nonprofit organizations and public sector agencies submitting applications to be worksites should design a well-planned program that includes adequate and competent supervision of youth and activities that are in alignment with the goals of the Youth@Work program as outlined in the Required Program Elements.

### **Work-Based Learning – Required Program Elements**

Work-based learning is the integration of the basic skills of reading, writing, speaking, mathematics and decision-making skills into work-related and assigned tasks. Worksite applicants should base work-based learning plans on the following, which are skills intended for student learning throughout the program:

- ⇒ **Basic Academic Skills** – planned activities should include the use of reading, writing and math
- ⇒ **Thinking and Decision-making Skills** – planned activities should require participants to think creatively, make decisions, solve problems
- ⇒ **Specific Occupation Skills** – opportunities to learn technical skills necessary to perform a specific job
- ⇒ **Personal and Interpersonal Skills** – opportunities to demonstrate responsibility, integrity, communication skills, teamwork and working with individuals from diverse cultures and backgrounds
- ⇒ **Work Ethic/ Maturity** – opportunities to be a participant in a “real life” work setting and being held accountable for all assigned tasks and outcomes
- ⇒ **Citizenship Skills** – opportunities to learn about responsibilities as citizens of their community and country

## **RFP Submission Requirements**

- **Organization must be New Haven based**
- Organization should be a Non-Profit entity
- For Profit Organizations will be required to do a match to salaries of youth placed
- Insurance must meet the requirements of the City of New Haven (sample provided)
- Emailed submissions must carry the subject line of: (Agency Name) RFP submission, i.e Youth@Work RFP

## **RFP Withdrawal**

- RFP's may be withdrawn by written request to Erika Blake, Business/Program Manager at eblake@newhavenct.gov.

## **RFP Incompletion**

- RFP's will not be taken into consideration if received by the office incomplete. It is the responsibility of the applicant to review the requirements and submit all necessary documentation.

## **Insurance**

- The agency shall carry or require that there be carried Liability Insurance.
- The agency must also carry coverage for sexual molestation. Your coverage amount can be the lowest your insurance carrier offers.
- Please review the sample attached. The insurance policy must meet the same requirements on the sample
- Insurance policy must cover the dates of the program
- The City of New Haven must be listed as a Certificate Holder and additional insured

NOTE: Programs that are of the City of New Haven Department (e.g. Police, Public Works, Health, NHBOE schools, etc.) are not required to submit a copy of COI. If you are a program that is NHBOE approved, a letter must be provided from the NHBOE stating they are accepting liability for your program.

**Questions, Inquiries, and/or requests for clarifications regarding this RFP should be directed to:**

Youth@Work  
Erika Blake, Business/Program Manager  
165 Church Street  
New Haven, CT 06510  
Tel: (203) 946-7582  
Fax: (203) 946-5750  
Email: eblake@newhavenct.gov

**Youth@Work Summer 2021  
Work-Based Learning Experience Worksite Application**

**Part I: Organizational Profile**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX \_\_\_\_\_

**NOTE:**

*(Primary contact will be the person who receives communications from the office of Youth@Work)*

Primary Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please answer all of the following questions:**

1. Where will your summer program be located? If you have more than one location, please list each location, the point of contact, and their contact information.

Address: \_\_\_\_\_

2. Has your group ever received or currently receiving City of New Haven funding?

**Yes    No                    If yes, answer the three (3) questions below:**

Amount \_\_\_\_\_? Source \_\_\_\_\_? Fiscal Year \_\_\_\_\_?

3. What is your organization's total operating budget for the most current fiscal year?

\_\_\_\_\_.

4. How many staff persons does your organization employ? \_\_\_\_\_

5. How many people did you serve in 2021? \_\_\_\_\_

6. Are you willing to contribute towards the salaries of placed youth? \_\_\_\_\_

7. Did you participate and/or contribute to any of the following Youth Services/Youth and Recreation Department initiatives? (check all that apply)

_____ CB3B (Hoop It Up)	_____ Winter Wonderland
_____ Trunk or Treat	_____ The Escape Charity Breakfast
_____ Youth Stat	_____ Other _____

**Part II: 2021 Summer Proposal:**

Name of proposed program or service: \_\_\_\_\_  
\_\_\_\_\_

Number of youth to be served by proposed program: \_\_\_\_\_

**Total Number of Youth Workers Requesting \_\_\_\_\_ (Maximum 4)**

**Please attach narrative addressing the four (4) points listed below.**

**I. Proposed Program Description**

Summarize the proposed project and describe how you will use staffing supported by Youth@Work to expand the services available to youth populations in the City of New Haven. Explain how you plan to measure the success of your program.

**II. Detailed Program Budget**

Applicants must provide a description of costs associated with each line item on the budget.

**III. Contingency Plan**

Explain how you will adjust if awarded less than the full amount requested.

**IV. Job Description**

Describe the intended job description for proposed youth. Include in this description what youth will take away from this experience.

***Return pages 3-4 of application along with narrative AND proof of liability insurance  
Please do not submit videotapes, three-ring binders, brochures or photographs/artwork.***

**Please read the statement below and sign and print your name where indicated:**

I certify that the information provided in this application and the attached documents is true and correct as of the date set forth beside my signature on this application. I also acknowledge my understanding that any intentional or negligent misrepresentation of the information contained in this application or the attached documents may result in the denial of application.

\_\_\_\_\_  
Person Completing Application

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date