

# Capital Region Workforce Investment Board



To: Eligible Applicants  
Date: July 1, 2009  
From: Youth Council of the Capital Region Workforce Investment Board  
RE: Youth RFP

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The Capital Region Workforce Investment Board (WIB), in partnership with the Capital Region Youth Council (YC), is requesting proposals from qualified sources to provide year-round services to WIA eligible youth from Albany, Rensselaer and/or Schenectady counties. The Capital Region Workforce Investment Board is issuing \$500,000 across all three counties with a ceiling price of \$90,000 per program. This solicitation is in accordance with the Workforce Investment Act of 1998, Capital Region Workforce Investment Board Plan, and in accordance with Capital Region Youth Council & Grant Recipient requirements.

This RFP is being released to solicit proposals from organizations interested in establishing partnerships to provide comprehensive educational, development and employment preparation services via a skills-based design to WIA eligible low-income youth age fourteen (14) through twenty-four (24). Proposals are being solicited for:

- ***In-school youth programs***, in at least 2 school districts to serve high school juniors and seniors who are deemed in danger of dropping out of school. Program components should include, but are not limited to;
  - basic academic education
  - job readiness training
  - job shadowing/internships
  - character education
  - mentoring (business mentoring is strongly encouraged)

A close relationship with school district personnel is essential. Proposals should include a summer component that focuses on internships/employment for all participants. This will insure that we have year-round programming for youth. Participants will be paid wages through each county's summer employment program, and agencies should not reserve WIA funds for this purpose. Strong emphasis should be placed on the development of summer activities with area businesses that are not dependent on WIA funds. Overall program emphasis should be on ensuring participants remain in school and graduate from high school.

Programs should include those components that address the following: delinquency prevention, drug and alcohol education, teenage pregnancy prevention, and any other issues that hamper youth from successfully completing school.

- ***Out-of-school youth programs***. An out of school youth is defined as a WIA eligible youth who is a school dropout or who has either graduated from high school or holds a GED but is basic skills deficient, unemployed or underemployed. A strong partnership with local business is essential to teach youth about the world of work.

Program emphasis should be on:

- GED education and preparedness
- developing internships with area businesses
- creation of placement portfolios for all youth participants
- teaching of resume writing, cover letter writing and interviewing
- placement into unsubsidized employment

In order to provide more comprehensive services, we are requesting that the applicant agency/business collaborate with at **least two partners** from the following categories:

**(1.)** An education entity; **(2.)** a business or business consortium; **(3.)** a community/faith-based organization, or **(4.)** a government agency (i.e. social service agency, public housing agency, probation, or other related program).

*NOTE:* This RFP requires the collaboration of the local One-Stop center in each proposal. Applicants may apply to provide services within a single county or multiple counties within the configuration of Albany, Rensselaer and Schenectady Counties.

Applicants may submit proposals for one or all of the above mentioned program areas.

It is the intent of the WIB to fund programs that help youth solve the problems they may encounter in attaining the essential education and skills needed to find and keep a job and advance in the workforce. Programs funded under this RFP will contribute to an improved youth system which links services more closely to local labor market needs; community youth programs and services that have strong connections between academic and occupational learning; and which provide for the holistic development of youth.

**To obtain a complete RFP packet please contact:**

Capital Region Workforce Investment Board  
[crrc16@albany.net](mailto:crrc16@albany.net) or (518) 462-7600 ext.167

This RFP is available by e-mail

**Questions may be addressed by email or fax to:**

**In Albany:**

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Albany, NY 12206  
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**In Rensselaer:**

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**In Schenectady:**

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