



A proud partner of the [americanjobcenter](#) network

2021 SYEP  
BIDDERS CONFERENCE  
December 2, 2020 and January 6, 2021

**\*Please note, Q&A updates are in red**

**Q: HOW WILL THIS PROGRAM YEAR DIFFER FROM THE PREVIOUS YEAR?**

- This year's Request for Proposals will be designated specifically for youth ages 14-15
  - Separate from this solicitation, RWI's Direct Placement work experiences will employ qualified youth ages 16-20.
- Programs are strongly encouraged to **partner with local businesses** to provide structured work experiences.
  - Memorandums of Understandings (MOUs) or a Letter of Intent will be required with proposals to detail the working relationships with local programs.
  - If you are a standalone agency, be sure to describe under "unique circumstances" section of application detailing why you will not have MOU's or partnerships.
- New York State minimum wage will increase as of 12/31/20 to **\$12.50**.
  - The allocated cost per Youth is set at **\$2,475**.
- A 2<sup>nd</sup> Bidders Conference will be held on **Wednesday, January 6, 2021** via Zoom.

**Q: SUGGESTIONS FOR PROPOSAL WRITING?**

- Submit only **1** proposal and **1** budget.
- A **detailed job description** must be included for each work experience provided.
  - This should be a formal job description on company/agency letterhead.
  - Under "Qualifications" should read, youth between 14- 15 years old enrolled in a Summer Youth Employment Program.
- Be transparent and as thorough as possible when writing the proposal.
  - Proposals will be reviewed by individuals that may not have prior knowledge of your agency/and or previous SYEP programs.
- For 2020 SYEP funded programs, it will be important to acknowledge and speak to the unsuccessful components that were addressed on the 2020 Report Card.
  - Report Cards are expected to be distributed week of December 14, 2020.
  - It is required to incorporate a corrective action plan for areas of improvement.
- Total project budget must **not exceed** \$2, 475 per youth (budget minimum is \$24, 750 @ \$2,475 x 10 youth) Administrative costs are **not to exceed** 10% of entire budget.
  - Administrative costs include staff and non-staff costs for financial and human resource administration to support the employment activity.



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**Q: DIRECT PLACEMENT**

- Will be utilized for youth 16- 20 years of age and be interviewed by RWI's Direct Placement Staff to be placed according to interests and jobs availability.
- All wages are provided by RWI, and payroll is handled by a third party.
- Can be eligible to apply to RFP and participate in Direct Placement.
  - Complete the RFP to apply to serve a minimum of 10 youth.
  - Complete the Intern Request Form to serve at least 1 youth through the Direct Placement Program.
    - Idea to use Direct Placement youth as Supervisors for work experience with 14/15-year-old who are apart of the RFP process.
- If interested please contact Delia Smith, Youth Career Services Coordinator, [dsmith@rochesterworks.org](mailto:dsmith@rochesterworks.org) or (585) 258-3500 x5232.

**Q: HOW DOES THE VOUCHERING PROCESS WORK?**

- Payments are made on a reimbursement basis and advance payments to employers will not be allowable.
- Funded programs will be invited to a mandatory Fiscal training in June 2021.
- Vouchering process and requirements will be reviewed in detail after execution of contracts for funded programs in a Mandatory Fiscal Training hosted by RWI.

**Q: IS PAYROLL WEEKLY OR BASED ON THE ORGANIZATION'S PAY SCHEDULE?**

- Payroll will be determined by your organization's pay schedule. If you are a running weekly/bi-weekly/ bi-monthly, you may continue to do so for SYEP.
- Must ensure you have the proper back-up documentation for payroll.

**Q: Will the Providers Fair be virtual?**

- Yes, scheduled for May 8, 2021 via Zoom.
- Last year, we conducted mock interviews on Zoom for youth in lieu of the Provider Fair.

**Q: WHAT IF WE HAVE THE CAPACITY FOR MORE YOUTH IF WE ARE FULLY OPERATIONAL, BUT NOT IF WE ARE REMOTE/ HYBRID. SHOULD WE WRITE THE PROPOSAL FOR BEING FULLY OPERATIONAL OR GO BASED ON LAST SUMMER**

- Proposals should be written as fully operational.
- If amendments are to be made, doing so can be done later.



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**Q: CAN AN ORGANIZATION RUN A PROGRAM THROUGH ROCHESTERWORKS! (SYEP) AND THE CITY OF ROCHESTER'S SUMMER OF OPPORTUNITY PROGRAM (SOOP) AT THE SAME TIME?**

- Yes, you can apply to both the SYEP and SOOP programs as well as the RochesterWorks! Direct Placement program.
  - Keep in mind for RochesterWorks! program, you are required to serve a minimum of 10 youth.
    - Youth 14/ 15 years of age are expected to work 20 hours/week for six weeks.
  - Direct Placement youth can work up to 40 hours/week until the end of September. This program is for youth 16 – 20 years of age.

**Q: WHAT IS THE PROPOSAL REVIEW PROCESS?**

- A review committee is formed of 3 to 4 groups consisting of 4 reviewers in each pending the number of submissions
  - Each group reads through assigned proposals and rate with percentages based on evaluation criteria
  - Reviewers are made up of staff from RWI, Monroe County, Youth Committee and Youth Consultants (independent)
  - Percentages are averaged, and Work Experiences are ranked from highest to lowest for funding recommendations
  - All proposals will be reviewed and discussed among Proposal review committee members
    - Based on discussions, ratings can change
  - Recommendations for funding are presented to the Monroe County/Rochester Youth Committee and RWI Workforce Development Board for approval for funding
  - Once dollars are received from New York State, award letters and contracts will be sent out

**Q: WHAT IS THE ELIGIBILITY REQUIREMENT FOR SYEP YOUTH?**

- Youth eligible for City of Rochester Summer of Opportunity Program (SOOP) must live in the city of Rochester, no income guidelines.
- Youth eligible for RochesterWorks! Summer Youth Employment Program (SYEP) must live in Monroe County and meet income guidelines.
- Youth can be eligible for both programs.
- Youth age cut off- must be 14 years of age by May 31, 2021.



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**Q: MUST YOUTH BE 14/15 YEARS OF AGE FOR THE WORK EXPERIENCE?**

- Programming is slated for youth 14/15 years of age and Direct Placement is for youth 16+ years of age.
- However, if your Work Experience requires youth 16 + years of age, put it under "Special or Unique Interest," and RochesterWorks! will give it consideration.

**Q: WILL ROCHESTERWORKS! OFFER INFORMATION IN SPANISH?**

- Marketing materials will be available in dual languages

**THE FOLLOWING ORGANIZATIONS WERE PRESENT AT THE 2021 BIDDERS CONFERENCE ON DECEMBER 2, 2020:**

*Greece Central School District, Greentopia, Writer & Books, Monroe 2-BOCES Orleans, The Community Place of Greater Rochester, YMCA, Monroe 2-BOCES Orleans,*

**THE FOLLOWING ORGANIZATIONS WERE PRESENT AT THE 2021 BIDDERS CONFERENCE ON JANUARY 6, 2021:**

*Action for A Better Community, Ampie Enterprises- Imprintable Solutions Ink, Boys & Girls Clubs, Children's Institute-Whole Child Connection, Cornell Cooperative Extension 4-H Youth Development, Encompass Resources for Learning, Freedom Scholars Learning Center, Greater Rochester After School and Summer Alliance (GRASSA), Horizons at Warner/University of Rochester, Ibero American Action League, Industry Residential Center, Monroe Community College, OFC Creations Theatre, Pearl Resources Inc., Player 1, RIT K12 University Center, RITRE Corporation, School #17, Taproot Collective, Teen Empowerment, The Center For Youth, The Community Place of Greater Rochester, University Preparatory Charter School, Villa of Hope, Writers & Books*