



**Fox Valley Workforce Development Board
2009 Summer Youth Program
Request for Applications**



The Fox Valley Workforce Development Board (FVWDB) is accepting applications from businesses and organizations for a summer youth employment program in the counties of Calumet, Fond du Lac, Green Lake, Outagamie, Waupaca, Waushara, and Winnebago. **The deadline for submitting applications is April 30, 2009.** Additional applications are available online at www.foxvalleywork.org.

As part of the American Recovery & Reinvestment Act of 2009, the FVWDB will receive additional Workforce Investment Act (WIA) funding to support a youth summer employment program. The goal is to provide meaningful work experience to 14 to 24 year olds. Businesses and organizations can apply to have youth work with them for the summer to gain work experience and improve work readiness skills. The benefit to business and organizations is that the WIA funding will pay the participant's wages.

I. BACKGROUND INFORMATION

A. Summer Employment

The work component of summer programs will begin following completion of the current school year and end prior to the start of next school year. However, applicants may also suggest programs which incorporate summer 2009 employment followed by year round services - with an approximate end date of June 30, 2010. Organizations may submit more than one application.

B. Youth Population to Be Served

Youth in this program will be 14 to 24 years old and must be WIA eligible. To be WIA eligible youth must be low income (100% of poverty level) and possess at least one of the following characteristics: deficient in basic literacy skills, school dropout, homeless, a runaway, a foster child, pregnant or parenting, an offender, or a youth who needs additional assistance to complete an educational program or secure/hold employment. A youth with disabilities may be eligible for the program even if the family of the youth does not meet the income eligibility criteria.

Up to 5 percent of youth who do not meet the low income eligibility criterion may still be eligible if they fit into one of the categories listed above, if their education attainment is one or more grade levels below the grade level appropriate to age, or if they are facing serious barriers to employment.

The FVWDB will identify and certify eligibility of summer youth program participants and try to match worksites with participants' interests and goals.

C. Age Appropriate Activities and Work Readiness Goals

Summer employment should be designed to encourage participants to take responsibility for their learning, to understand and manage their career options, and to develop social skills and a maturity level that will help them interact positively with others. This is especially true for at-risk students and high school dropouts, as summer employment may be one of the few opportunities they have to learn how to enter the workforce. These efforts should rely on developmentally or age-appropriate strategies. Pursuant to 20 CFR part 1010, priority of services will be given to veterans and eligible spouses. Further information regarding work experience is defined under WIA regulations at 20 CFR 664.460.

D. Meaningful Work Experience

Work experience is the core component of this program. Participating worksites should introduce and reinforce the rigors, demands, rewards, and sanctions associated with a job. To succeed in the

workplace, today's jobseekers and employees must build relationships with peers, managers, and customers. Consequently, work experience provided to summer employment participants should be structured to impart measureable communication, interpersonal, decision-making, and learning skills. A Department of Labor study has demonstrated the importance of work experience for young kids and adults. The experience can result in a 3% pay advantage over peers without similar experience.

E. Worksites/Supervision Requirement

Employers should be committed to helping participants receive the experience and training that is required to increase work readiness. Employers should be flexible in working with youth who have issues that are barriers to employment. Public, private, and non-profit employment opportunities will be considered. This may include project-based community service learning opportunities not conducted at an employer worksite. Business and organizations participating in this project must comply with current workplace safety guidelines and applicable federal and state wage laws.

Work experience arrangements should not unfavorably impact current employees and should not impair existing contracts for services or collective bargaining agreements. In addition, work experience of participants should not replace the work of employees who have experienced layoffs (see 20 CFR 667.270 for nondisplacement requirements).

Funds in this program MAY NOT be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool. (see § 1604, Division A of the Recovery Act)

Since worksite supervision and cooperation with supervisors and monitors is critical program success, a supervisor must be identified to work with youth participants at each approved worksite. Applicants are **strongly encouraged** to identify an on-site supervisor to oversee the participants at their location. If this is not possible, please contact FVWDB to arrange an alternative solution. Supervisors will be required to attend a 2 to 4 hour orientation session, and must be willing to submit to a background check.

Weekly visits to each approved worksite will be done by FVWDB on-site monitors; the on-site monitors will ensure a high level of communication between youth, supervisors, other employees, and case management staff as appropriate.

F. Incorporating Green Work Experiences

Businesses and organizations are encouraged to develop work experiences and activities that expose youth to "green" education and careers. Opportunities for skilled workers in the fields of solar, geothermal, wind power design, and the use of environmentally-friendly building materials will mean increased job opportunities for young people who have had exposure to work experiences that equip them with the appropriate "green" knowledge. Conservation and sustainability efforts representing existing green work can be used to provide training and work opportunities in areas such as the retrofitting of public buildings, the construction of energy-efficient affordable public housing, solar panel installation, reclaiming of public park areas, or the recycling of computers.

G. Connections to Registered Apprenticeship

Pre-apprenticeship programs represent a hands-on training experience that provides an introduction to the skills and knowledge needed in a potential career field and prepares young adults to be eligible for formal apprenticeship programs. Summer employment opportunities may include these introductory programs and combine basic technical skills training in the classroom with experience on the worksite or through a work experience or internship.

H. Integration of Work-Based and Classroom-Based Learning Activities

Work experience will be complemented with classroom-based learning so that youth are provided with assistance in developing attitudes, values, and work habits which will contribute to their success

in the workplace. NOTE: The FVWDB will arrange the classroom based learning component of the program, and on-site work experience supervisors do not have to supervise classroom-based learning.

II. ****BEFORE COMPLETING AN APPLICATION, NOTE THE FOLLOWING:**

- (1) FVWDB will not be liable for any costs associated with preparing applications under this request.
 - (2) Release of this request for applications does not constitute acceptance of any offer, nor does such release in any way obligate FVWDB to execute a contract with any applicant. FVWDB reserves the right to accept or reject any or all offers on the basis of evaluation factors contained in this document, budgetary limitations, service to significant population segments, geographic distribution, needs of the area and other considerations.
 - (3) FVWDB reserves the right to establish additional considerations or criteria for funding, as deemed necessary. Such considerations may be addressed through final contract negotiations.
 - (4) All applications, in their entirety, will become the property of the FVWDB upon submission.
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If there are questions regarding this request for applications, please contact Kim Lemieux at the FVWDB by phone at (920) 720-5600 or email: klemieux@fvwdb.com.