



Bidders Conference  
December 6, 2016  
Danforth Community Center  
10:00AM- 3:00PM

**Q: How will this program year be different from last year?**

**A1:** Programs will need to have funding upfront. No advance payments to project operators will be allowable. Reimbursements will be issued in 2 installments, during the 3<sup>rd</sup> week and the last week of the program.

**A2:** Check cashing is strongly discouraged by Program staff as a component of Financial Literacy.

**A3:** Operators must include a Transportation Policy in their proposal as well as their current liability policy within the agency if they will be transporting students during program hours.

*Ex: Specifying if students will be responsible for walking from one worksite to another, whether students will be transported in agency vehicles/private vehicles, and what happens if weather changes should occur. If there is no transportation policy needed, please state, "not applicable."*

**A4:** Minimum wage will increase to \$9.70 as of December 31, 2016. This will change the cost per youth and budgets will need to reflect this increase.

**A5:** Project Themes & Parameters have remained the same with the addition of an "Other" option. This is an opportunity to be creative and offer something outside of the scope of what we normally have offered. Please be advised that your theme must be well defined.

**Q: Will the Health Education, "Making Proud Choices" be mandatory for all youth?**

**A:** Each program will need to incorporate 8 hours of this enrichment into its schedule. For those youth/ programs that opt out, they will be required to take part in the Parent Component version of the session. This will allow for family talk on sexual health in relation to personal value system and how to communicate to their young person.

- Be sure to build this session into your weekly schedule. Can be divided into a 2-day learning session.

**Q: Can the youth volunteer their time for after work hours/days?**

**A:** Youth are not permitted to volunteer outside of their contract hours. At the end of the 6-week Summer Youth Employment Program (SYEP), volunteering can be renegotiated and will be at the discretion of the provider, youth, and guardian.

**Q: Suggestions for proposal writing?**

**A:** The proposal should be written with the anticipation that it will be reviewed and read with fresh eyes. The goal is to sell your program by painting the most vivid picture as possible.

**Q: What is the difference between being funded by RochesterWorks! versus the City of Rochester?**

**A:** RochesterWorks! funded programs must have youth that live in Monroe County and meet the income guidelines. Those youth will be paid \$9.70/ hour for wages. For the City of Rochester programs, youth must live in the City of Rochester and there are no income guidelines. Those youth will receive a stipend of \$600. Both are a part of the Summer of Opportunity Program (SOOP) and the Summer Youth Employment Program (SYEP) and have the same proposal and application process. Please note: RochesterWorks! funding is contingent upon New York State funding and the City of Rochester funding is contingent upon City Council approval.

**Q: Will The City of Rochester stipend increase as well?**

**A:** No, as of right now the stipend will remain at \$600.

**Q: How much funding is allocated per youth?**

**A:** The cost per youth is \$1,840.00.

**Q: How should I budget the cost of each youth if I am unsure whether I will be selected to be funded by RochesterWorks! or the City of Rochester?**

**A:** First, it is important that you specify your option of funding. All Providers are required to calculate participant wages using the formula: ***Participants @ \$9.70 per hour X 20 hours/week X 6 weeks = \$.*** If selected for the City of Rochester funding, your budget will have to be adjusted to reflect approved funds.

**Q: Can the overage from cost per youth be reallocated towards program costs?**

**A:** Yes.

**Q: Will RTS bus passes be supplied to the youth for transportation?**

**A:** If additional dollars are received like last year, it will be a possibility. Providers will be notified if allocation of bus passes are permitted.

**Q: How will my program's report card from the previous year effect my proposal review?**

**A:** In the proposal it will be important to acknowledge and speak to the negative components. It will be essential to incorporate an action plan for areas of improvement.

**Q: Can my proposal be amended after final submission?**

**A:** Yes, as long as the changes and resubmission occurs prior to the January 12, 2017, 11:59PM deadline.

**Q: When will accepted proposals be notified?**

**A:** Selected Providers will be contacted directly in April 2017.

**Q: Will the youth be able to select their job placement preferences on the application?**

**A:** Youth will not be able to select their choice of employment until the Provider Fair on May 20, 2017.

**Q: What is the timeline for the application process?**

**A:** The online application will be available from **February 20, 2017 until March 24, 2017**. This will be accessible via any computer and mobile device. The application will be accessible in 90 different languages and will include a list of instructions and mandatory documents.

- There will be (4) Parent Orientations: **2/22/17, 3/4/17, 3/8/17 and 3/25/17**. These orientations are mandatory for youth 14-15 years old and optional but strongly encouraged for 16+ years of age.
- Documentation collection will be held from **February 23, 2017 - March 24, 2017** from 2 pm – 6 pm at 400 Dewey Avenue, Rochester, NY 14613 except for Wednesdays.
- Documentation collection will be held from **March 27, 2017 - March 31, 2017** from 2 pm – 7 pm at 200 West Avenue, Rochester, NY 14611 except for Wednesdays.
- **Please encourage youth to print out application and bring copies of required documents (most recent report card, social security card, school ID, and work permit) prior to dropping off.**
- The mandatory Provider's Fair on **May 20, 2017** will be held at the Blue Cross Arena. All eligible youth will be able to specify their choices for job placement.
- The first day of Summer Employment is **July 10, 2017**.

**Q: Will mock Interviews be conducted prior to initial interviewing process with Providers?**

**A:** As of right now, it has not been built into the program for this upcoming year. It will be the responsibility of the Provider to interview all youths assigned and to notify those they will not be offering a position.

**Q: How do we accommodate youth attending summer school?**

**A:** Creating a works schedule from 12PM- 5PM will allow for youth to attend school in the morning and work in the afternoon.

**Q: How do we address youth that cannot be a part of the program due to summer school?**

**A:** Request a copy of report card ahead of time to help predict the possibility of summer school and encourage youth to notify programs as soon as possible if they will be attending summer school. Please note all youth that are not selected for job placement will be placed on a wait list and will be used for backfilling positions.

**Q: How are Youth selected for job placement?**

A: Youth will attend the Provider's Fair on the First Come, First Serve process. Those that submitted their application along with required documentation early will be the first ones to gain access to the Providers at the Fair.

**Q: How will this program effect the household income for families that receive assistance?**

A: Please refer youth and their family to check with their case manager prior to applying as every case is dependent upon the individual.

**Q: How does Direct Placement play a role in SOOP/SYEP?**

A: Direct Placement will provide 200 jobs to Youths between 16- 20 years of age within the community at local agencies, businesses and hospitals. This pool of youth will be composed of those that have already been through the SOOP/SYEP program and/or have displayed job readiness for the next step up.

**Q: How is this the Direct Placement component different from SOOP/ SYEP?**

A: This program allows for more flexibility. Some jobs have been extended beyond the 6-week summer program and/or transferred into permanent hires. RochesterWorks! incurs all liability, provide monitoring, and pay youth wages.

**Q: Is the application process for the Direct Placement component different from SOOP/SYEP?**

A: No, youth must apply and follow the same process as they would for the SOOP/SYEP. Those selected will be notified.

**Q: How can I become an Employer for Direct Placement?**

A: Contact Dan Blumerick directly at RochesterWorks! [dblumerick@rochesterworks.org](mailto:dblumerick@rochesterworks.org) . You will need to fill out an application, state your expectations, and job requirements. Next, you will be matched with a youth that is job ready and qualified.

**Q: What should I do after my proposal has been submitted?**

A: Encourage and work with youth in your program and community to apply for the Summer of Opportunity Program (SOOP) and the Summer Youth Employment Program (SYEP).