

**Part 1: Program Narrative**

**Note: The Program Narrative has two sections: A and B**

1. **Please describe your YouthWorks 80% Program Component responding to the question below.**

**1. Program Design**

1. Outline your **program goals:** Describe the choices you have made including what youth you are prioritizing, types or range of jobs/sectors you are developing, and types of performance goals you are setting locally.
2. Indicate the total **number of youth** who will participate in YouthWorks; include duration of the program (number of weeks) and average number of hours youth will work. Also include your estimation of the number and percentage of your anticipated participants who have already completed one or more seasons of YouthWorks (summer or year round programs).
3. What are the start and end dates of your 2019 summer program?
4. Describe your **program partners and their roles in the program design** (include local WIB’s fiscal agent, Career Center(s), municipal agencies, and youth-serving organizations if applicable).
5. Provide a brief description of the **format for delivery of the 15-hour work-readiness component (for each program vendor).** What is the format for the work readiness component (e.g., weekly workshop, week-long training session, etc.)? What version(s) of the *Signal Success* curriculum are you using with program participants? Who will deliver the training? Where and when will the training take place? How does your budget support the delivery of youth training (what are the expenses related to curriculum materials, food, and other supports)? Please complete the chart below by entering all staff who will be conducting *Signal Success* training.

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| --- | --- | --- | --- | --- |
| **Name** | **Organization** | **YW City** | **Email** | **Training Dates** |
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1. Provide a **program staffing plan including youth supervision and case management** (list roles and responsibilities for each staff member working in YouthWorks program). What is adult to youth ratio for case managers?
2. Describe **staff orientation/training activities**.
3. Describe your process for **matching youth to available jobs**.
4. **Provide four sample job descriptions**: three for the top three categories in your program; one job description for a job category new to your program this season. (See sample job description on page 22.)
5. **Employer Outreach**
6. Describe your **strategy for employer outreach** (including staffing structure for job development activities, what media/materials/events will be employed).
7. Describe your process for **identifying and orienting/training worksite supervisors** once employer sites are selected.
8. Describe **training to be provided to employers** in use of MWBLP or locally-developed work readiness indicator.
9. Describe your rate of private sector employer participation from past years and what percentage of placements you anticipate coming from the private sector in summer of 2019. If you currently have limited or no private sector YouthWorks placements, please explain if and how you offer other programming or support that does connect youth to private sector opportunities.
10. **Youth Recruiting**
11. Describe your strategy for **youth outreach** (media/materials/events designed to recruit youth in schools, youth-serving organizations, public agencies including DYS, DCF, DTA, MRC, etc.). Include how both in-school and out-of-school youth will be recruited.
12. Describe the **application process** for your YouthWorks program (include locations and timeline for applications and any online resources related to applications).
13. Who will conduct **eligibility determination**? How will the flow of information be managed and documented such that youth eligibility will be determined in advance of the projected start date for employment?
14. **Program Operations and Administration**
15. Describe your process for **program monitoring** including workshop and worksite reviews, and fiscal monitoring of operators and subcontractors.
16. Describe basic **payroll procedures**.
17. Describe procedures and protocols in place for **ensuring data security and confidentiality** (hard copy files and electronic storage).
18. Describe your process planned for **collecting quantitative and qualitative information** from youth, program staff, program partners, parents and others.
19. How will you generate the required **private sector match**?
20. **Please describe any aspect of your YouthWorks 20% Program Component if it differs from the YouthWorks 80% component in the space below.**

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**Optional Program Narrative for Competitive Summer Pilots**

**Note:**  Complete a full narrative and budget for each of the pilots that your program is applying for funding.

1. **Program Overview – 10 Points**
2. Indicate which of the pilots you are proposing.
3. Describe your **program goals** (Describe the choices you have made including what youth you are prioritizing and general goals).
4. Describe your **program partners and their proposed roles in the program design**.
5. **Background and Statement of Need – 10 Points**
6. What is the **program model and** how was it developed? What experience does your program and/ or partners have with implementing this kind of programming or a similar one?
7. How and why would this pilot support a critical need in your region?
8. **Program Design (Implementation) – 30 Points**
9. Provide a description of the **approach and format of the programming**. What are the major performance goals of the program and how will they be assessed? Please include a complete list and description of key program activities and the staffing structures and partnerships that will support them.
10. For pilots B and C, provide a brief description of the **format for delivery of the 15-hour *Signal Success* work-readiness component.** What is the format for the work readiness component (e.g., weekly workshop, week-long training session, etc.)? Who will deliver the workshops? Where will the workshops take place?
11. Provide a **program staffing plan including youth supervision or case management** (list roles and responsibilities for each staff member working in YouthWorks program). Detail how the case management will be similar and distinct from the case management approach used in summer YouthWorks programming.
12. **Target Population – 10 Points**
13. Describe your strategy for **youth outreach/selection.** Include a clear description of intended recruitment strategies.
14. **Budget and Budget Narrative – 20 Points**
15. Complete the project budget template and budget narrative.
16. **Program Summary and Timeline – 20 Points**
17. Anticipated start date(s) and end dates (include multiple dates if you have more than one cohort group):
18. Anticipated key program element dates (including *Signal Success* where applicable):
19. Timeline (please fill out the chart below describing all major project-related activities):

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| --- | --- | --- | --- | --- | --- |
| **Activity** | **Lead** | **Start Date** | **End Date** | **Desired Outcome/Product** | **How will Success be Measured?** |
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**YouthWorks 2019 -- Summer Jobs for Youth**

**Application Cover Sheet**

City / Workforce Area:

Fiscal Administrator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Contact Person:

Title:

Address 1:

Address 2:

City, State, Zip:

Telephone:

Fax:

E-mail:

**Optional** Pilot Applications (if applicable, complete the table below)

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| --- | --- | --- |
| Proposals Submitted | Amount Requested | Number of Participants to be Served |
| \_\_\_ Pilot A |  |  |
| \_\_\_ Pilot B |  |  |
| \_\_\_ Pilot C |  |  |