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**YouthWorks 2021 — 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:

Email:

Funds requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Target number of Participants to be served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Breakdown of Service Targets by Community/ Vendor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Vendor/Program Operator** | **Service Area(s)** | **Tier One Target** | **Tier Two Target** | **Tier Three Target** | **Total Target** |
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**Program Narrative for Summer 2021**

1. **Recruitment, Target Population and Programmatic Approach**
   1. Complete the table below. For regions with multiple distinct programs, **please reproduce the chart and complete a separate chart for each program.**

|  |  |
| --- | --- |
| **Question** | **Response** |
| What are total number of participants you plan to serve? |  |
| What % of the participants do you estimate will be in school youth? |  |
| Keeping in mind that participants can take part in multiple program components, what percent of youth do you estimate will participate in a… | |
| * Service-learning project? |  |
| * Subsidized work placement? |  |
| * At least one of the Sector-Aligned Project Based Learning? See page 13 |  |
| * At least one of the Micro-Career Pathway Courses? See page 14 |  |
| What % of participants will be engaged in each of the following program models. | |
| Model | Target % |
| **Predominately In-Person** with Virtual Career Development |  |
| **Hybrid** (mix of in-person and virtual program elements- for example in-person work placement paired with virtual career pathway course) |  |
| **Virtual** (all core program elements delivered virtually) |  |

1. How will the **eligibility determination be conducted**? 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 participation?
2. Please briefly explain how wages, stipends and incentives will be utilized to prioritize opportunities for youth to earn and access financial resources as well as to promote program retention and completion.
3. **Staffing Plan, Case Management & Support Services**
   1. Complete the chart below to indicate the staffing plan. For programs with more than one vendor please group staff by vendor.

|  |  |  |
| --- | --- | --- |
| Staff Name and Title  (for seasonal staff not yet hired, please indicate just title) | Main Responsibilities for this grant | Anticipated date of hire. Please indicate year-round for those staff who are with the program on an annual basis |
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* 1. Detail your **case management** approach and be sure to indicate what tools and strategies you will use to connect with participants remotely as well as which services will be in-person. For any in-person case management, please provide a backup remote plan.
  2. Detail the **support services** that you plan to provide to participants.
  3. Please indicate how many **YouthWorks peer leaders** you intend to recruit and hire.

1. **Employer Outreach & Partnership development**
2. If applicable, provide a sample list of employers who will provide subsidized work placements (remote, hybrid or in-person). If your program intends to provide in-person placements, briefly describe what contingencies you have planned in order to make sure youth can continue programming in the event that the in-person workplace is not viable for any period of time beyond an isolated day.
3. If applicable, provide a sample list partner organizations that you intend to work with to provide service-learning experiences. Indicate whether these service-learning projects will be remote, hybrid or in-person. For any in-person service-learning programs, briefly describe what contingencies you have planned in order to make sure youth can continue programming in the event that the in-person programming is not viable for any period of time beyond an isolated day.
4. Please provide list of name(s) of staff, community partners or employers who would be willing to devote one hour to participating in a career chat with participants. Include a direct email contact or the best person to reach out to in order to facilitate an introduction to our outreach and engagement team.
5. **The Service and Project-Based Learning Tier**
   1. (If applicable) Provide details about the individual placements. Please discuss how these placements will be different from subsidized placements for older youth. How were employers identified for this tier of services? How will participants be matched with sites? What is the range industries and careers that participants will learn about?
   2. (If applicable) Provide details about any service learning models that your program intends to offer. Please discuss how the program will be structured and include information about the project or projects that youth will complete. What skills will the participants learn? How will the program be structured to include assessment and growth? How will the project connect with specific careers? How will the program support the active engagement of the whole cohort at one time?
   3. How does your programming provide mentorship opportunities from older near peers and/ or working professionals?
   4. In what ways will this program foster stronger career awareness and career exploration?
   5. If any, which project-based learning offerings will be included for this tier? See Page 13.
   6. Please indicate which additional data point/ tool (from Page 18), your program will use to document outcomes in this tier.
6. **The Early and Career Trajectory Employment Experiences Tier**
7. 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 2021. 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.
8. Do you provide returning participants with progressively challenging placements? If so, please describe your approach.
9. How does your programming provide mentorship opportunities from working professionals?
10. If any, which project-based learning offerings will be included for this tier? See Page 13.
11. If any, which micro career pathway courses will be included for this tier? See Page 14.
12. Please indicate which additional data point/ tool (from Page 18), your program will use to document outcomes in this tier.
13. **The Career Pathway Programming and Support Tier**
14. Which career pathway courses (Page 14) do you intend to offer participants?
15. If any, which project-based learning offerings will be included for this tier? See Page 13
16. What additional program components will you align to these offerings to develop a more comprehensive career pathway approach?
17. Detail how the case management will be similar and distinct from the case management approach used in other tiers of the program.
18. Please indicate which additional data point/ tool (from Page 18), your program will use to document outcomes in this tier.
19. **Program Operations and Administration**
20. Describe your process for **program monitoring** including workshop and worksite reviews, and fiscal monitoring of operators and subcontractors.
21. Describe basic **payroll procedures**.
22. Describe procedures and protocols in place for **ensuring data security and confidentiality** (hard copy files and electronic storage).
23. **Budget and Budget Narrative** 
    1. Complete the project budget template and budget narrative.
24. **Program Timeline and TA Support**
25. For each program, indicate the start date and end date for active summer programming. Programs can start as early as June 28th and end as late as August 27th.
26. Complete the table below indicating main goals and activities for each month of programming. If you have multiple vendors with varied approaches, please complete a table for each.

|  |  |  |
| --- | --- | --- |
| **Month of Programming** | **Main Activities and Goals** | **TA Support that would be helpful** |
| **April** |  |  |
| **May** |  |  |
| **June** |  |  |
| **July** |  |  |
| **August** |  |  |
| **September** |  |  |