



DEPARTMENT OF

family
& support services

**Youth Workforce Experience Programs
Bidder's Conference
January 16, 2014**



Youth Division's Focus

- School Engagement and Achievement
- Reduction in Violence that Impacts Youth
- Youth Workforce Development



Youth Workforce Experience Program Models

- One Summer Chicago PLUS (OSC+)
 - SEL
- Summer Youth Employment Program (SYEP)
- Greencorps Youth Program

DFSS Program Contacts

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Important Dates and Information

- Proposals due February 4th at or before 4:30pm-One electronic copy sent via email and one (1) original with two (2) hard copies must be submitted on due date.
- Contract term-April 1st 2014 thru March 31st 2015.
- Majority of the funds to be expended from June 1 to September 30 2014.
- Reimbursements Only
- No advances will be given.
- Leverage a minimum 15% in-kind match.
- Administrative cap-10%

Eligible Respondents

- Open to Non-Profit, For-Profit, Faith Based, Private and Public Organizations.
- Respondent must demonstrate an operating budget of \$500,000 or more.
- Leverage a minimum of 15% in-kind match
- Must be in good standing with all existing contract with DFSS. *(ie; City contract terminated, currently debarred, issued final determination by gov't agency,)*



Important References

- Please review Proposal Deadline and Submittal Procedures -Page 6
- Follow format of the proposal-Page 7
- Email submissions-Page 8
- Timeline-Bottom of Page 9

Common Program Elements for All Programs

- Mentoring
- Financial literacy requirement
- Payroll system
- Monitoring youth performance
- MHA Labs Employee Appraisal (MEA)
- Youth and employer surveys
- Data collection, reporting, and record keeping
- Youth placement and meaningful work experience
- Worksite/employer criteria
- Participant program eligibility
- Youth wages and stipends



OSC+



One Summer Chicago PLUS (OSC+)

- Specialized employment program for justice involved youth
- Serve 1,000 youth identified and connected by geographic community by DFSS.
- Work closely with Cook County Juvenile Probation Center, Cook County Sheriff's Department, Illinois Department of Juvenile Justice, and the Juvenile Intervention Support Center (JISC) to recruit youth and support program participation.



OSC+ Goals

- Identify meaningful work experiences for justice involved youth
- Provide intensive mentoring and social and emotional skill building to address barriers impacting school and life success
- Link youth with resources and supports to reinforce or re-engage them in educational and employment pathways

OSC+ Summer Employment Providers

- Coordinated outreach and enrollment of identified youth.
- Develop appropriate summer jobs for enrolled youth.
- Hire and supervise qualified mentors.
- Train mentors on an evidence-based mentoring.
- Facilitate the financial literacy curriculum to youth.
- Coordinate with social-emotional learning provider including managing space logistics.
- Provide job skills training and intensive mentoring supports to youth.
- Promote and coordinate any additional support services needed to ensure that youth complete the program.
- Enter data into DFSS data management system.
- Track and report daily attendance for each activity type.
- Promote and accommodate credit recovery offered by the Chicago Public Schools.



OSC+ Program Design

- Provide youth a paid work experience.
- Each youth will work for 15 hours a week for six weeks and participate in 10 hours a week of paid social and emotional learning skill development.
- Youth are to complete the financial literacy curriculum.
- Youth will receive 60 hours of Social Emotional Learning (SEL) during the six week period.
- Mentors will be assigned at a 20:1 ratio.
- Youth are assigned mentors by the agencies
- Mentors ideally are hired from the community and
- Youth must be enrolled and actively participate in the SEL program
- Mentors are paid \$20 an hr, 30 hrs a week for 10 weeks.

OSC+ Youth

- Youth will apply thru a uniquely designed One Summer Chicago application.
- Youth will be referred and endorsed by the referring partners: Cook County Probation Center, Cook County Sheriff's Department, Illinois Department of Juvenile Justice and/or the JISC.
- Agencies are able to enroll 10% of their own youth in the program (must be justice involved – adjudicated delinquent or multiple arrests)
- Agency will be required to contact and engage the youth once assigned.
- Agency will be required to complete an intake interview prior to placement of youth in the program.



OSC+ Performance Goals

- 100% of youth are placed at worksites by the Respondent
- 95% of youth complete the subsidized work experience.
- 95% of youth enrolled will attend a minimum of 60 hours of SEL workshops.
- 100% of the youth will complete the financial literacy component.
- 95% of youth will have an MEA assessment completed by their employer at the end of the program



OSC+ SEL Providers

- Provide a minimum 60 hours of project-based SEL programming to youth in small group settings (1:15 ratio) over a six-week period
- SEL Curriculum: should include evidence-based strategies, description of program and anticipated outcomes, evidence of impact of similar programming on justice involved youth
- SEL Providers should have experience in working with high risk youth, youth in the justice system, providing evidence-based interventions, and a background in counseling/youth development

OSC+ SEL Providers Cont.

- Schedule of programming and topics should be included in the application
- SEL providers will be matched to workforce providers and will coordinate with those providers to provide services to youth enrolled in OSC+
- SEL Providers will responsible for documenting service provision and attendance in the City provided data management system



OSC+ SEL Performance Goals

- 95% of participants will have an HAQ and an SEL Learning Plan completed
- 95% all participants attend 60 hours of SEL instruction
- 90% of youth complete OSC+ with a greater than 80% attendance rate



SYEP

SYEP-GOALS

- ❑ Provide placement for youth ages 16 to 24.
- ❑ Assist youth with developing transferable skills to increase employability through job readiness training.
- ❑ Provide youth with professional guidance, training and supervision.
- ❑ Create meaningful and quality summer work experiences.
- ❑ Facilitate youth completion of the financial literacy curriculum
- ❑ Create meaningful enrichment programming to enhance the job placement success

SYEP Program Design

- The youth will participate in a minimum of 120 hours of combined soft skills development, training (1 day orientation), learning enrichment and positive work experience for six (6) weeks.
- Respondents will recruit worksites that will provide a safe, well-defined work experience.
- Respondents should be able to place and manage the summer work experience for no fewer than 100 youth.
- The program assumes a 1:20 mentor to Youth ratio.
- DFSS will randomly select 60% of the youth for each respondent and the remaining 40% will be identified by the respondent.
- All potential youth participants must have completed the on-line application to be considered for the participation.

SYEP Program Design

- Youth Orientation: Provide information on program requirements and expectations (also in writing).
- (MEA) Youth and Employer Surveys: Respondents are responsible for completion of the MEA by all employers. DFSS will train on how to administer the tool.
- Agencies will pay youth at least twice and receive half their stipend mid-way through the program and the remaining half at the end of the program.

SYEP Program Design: 16 to 20 Year Olds

- ❑ The program will operate 20 hours per week for 6 weeks.
- ❑ Youth will be engaged in a paid work experience for up to 12 hours per week.
- ❑ The remaining 8 hours can be educational, soft skills, service hours and financial literacy.
- ❑ Youth receive a minimum wage for 12 hrs per week not to exceed \$100 per week and \$600 for the program.

SYEP Program Design: 21 to 24 Year Olds

- ❑ Will be hired as Youth Coaches to work up to 20 hours per week for 6 weeks.
- ❑ Will receive a \$1,000 stipend. (*at minimum wage of \$8.25 per hour*).
- ❑ The Youth Coaches will provide:
 - ✓ Youth support
 - ✓ Administrative support
 - ✓ Program support
- ❑ *The Youth Coaches can, for example: conduct site visits to youth placed in worksites, prepare time sheets for submission, and provide youth supports.*
- ❑ Ratio for Coaches (mentors) to youth is 1:20

SYEP Program Design: Program Forms/Reports

- DFSS will provide:
 - ✓ Worksite Application
 - ✓ Youth Consent Form
 - ✓ Evaluations
 - Youth evaluation of program
 - Youth performance evaluation by worksites
 - ✓ Time Sheets
 - ✓ Orientation Overview
 - ✓ Final Report



SYEP Performance Goals

- 100% Placement
- 90% will complete the full six weeks of the subsidized work experience.
- 90% will successfully complete the total planned program of 120 hours
- 100% of mentors and worksite managers will complete the Employability Surveys with all youth and provide feedback to youth about their performance at the worksite.
- 100% of the youth will complete the financial literacy component.

SYEP Youth Application Selection Process

- Required to identify a maximum of four (4) geographic regions based on CPS network regions.
- To view networks:
http://www.cps.edu/Schools/Find_a_school/Pages/schoollocator.aspx



Greencorps

Greencorps Youth Program

- Partnership between DFSS, CDOT and Greencorps.
- Six week project based work experience.
- 900 youth in two educational modules.
- More information on Greencorps:
http://cityofchicago.org/city/en/depts/cdot/provdrs/conservation_outreachgreenprograms/svcs/greencorps_chicago.html or Contact:

Edde Jones, 312-746-9773, edde.jones@cityofchicago.org

Andy Johnson, 312-746-9771 ajohnson@wrdenvironmental.com



Greencorps Program Design

- Youth Orientation: Provide information on program requirements and expectations (also in writing).
- All potential youth participants must have completed the on-line application to be considered for the participation.
- Two primary educational modules for 900 youth-horticulture and bikes.
- Agency will coordinate with Greencorps, CDOT, and DFSS.
- Greencorps will provide project-based instruction for the program.
- Agency will work with Greencorps and DFSS to identify community-based horticulture locations.



Greencorps Program Design

- Recruit youth from identified high schools. Work closely with CPS staff. Youth ages 16 to 19 yrs
- Agency will provide job training and learning enrichment experiences for Youth.
- Agency will support the completion by the youth of the financial literacy program.
- Agency will complete youth assessment tools
- Enter data into DFSS data management system.
- Agency will be responsible for youth payroll.
- 40 youth per agency minimum one site (1).
- Two sessions: AM and PM.



Greencorps Program Design

- Agency will implement session for 20 youth per session.
- Agency will hire mentors and connect them to the instructors and youth.
- Mentors are hired ahead of the youth.
- Mentors will be trained in each curriculum.
- The ratio for mentors to youth is 1:15
- Promote and coordinate any additional support services needed to ensure that youth complete the program.
- Mentors are paid \$20 an hour for 25 hrs a week for 8 weeks.
- Youth will receive 12 hrs paid work experience and 8 hrs of instruction per week for 6 weeks.



Greencorps Program Design- Extension

- 120 youth included in the extension program after summer program.
- Focus during the academic school year.
- For extension, agency will develop and coordinate workplaces and educational experiences.
- Minimum 20 youth for 10 hours for 45 weeks.
- Youth will be paid IL minimum wage.
- Greencorps will provide on going support for the extension component.



Greencorps Youth Program- Performance Goals

- 100% of youth placed in available Greencorps Youth Program slots
- 95% of enrolled youth will successfully complete the total planned program of 120 hours.
- 100% of youth will demonstrate increased knowledge of horticulture, bikes, and weatherization and employment related to green industries
- 100% of youth identified for the 45-week extension program complete the total planned program
- 100% of mentors and worksite managers will complete the Employability Survey with all youth and provide feedback to youth about their performance.
- 100% of the youth will complete the financial literacy component.

Youth Eligibility

- ❑ Proof of Chicago residency,
- ❑ A valid social security card or ITIN;
- ❑ A valid Chicago Public School or State of Illinois ID card or drivers license,
- ❑ Completed a One Summer Chicago Common Application
- ❑ Submit a signed consent form if under the age of 18.

Accessibility to People with Disabilities

- Respondent must be committed to achieving full physical and programmatic accessibility as defined by the American with Disabilities Act (ADA).

Thank you!

