# Mayor Vincent C. Gray's
# 2013 One City Summer Youth Employment Program (SYEP)

## Summer Grant Pre-Application Meeting

DC Department of Employment Services
Lisa M. Mallory, Director
Gerren G. Price, Associate Director of Youth Programs
May 2013

# SYEP Mission

The Summer Youth Employment Program (SYEP) is a locally funded initiative that provides District youth ages 14 to 21 with enriching and constructive summer work experiences through subsidized placements in the private and government sectors.

Through the SYEP, we strive to provide eligible youth with the opportunity to:

* Earn money and gain meaningful work experience;
* Learn and develop the skills, attitudes, and commitment necessary to succeed in today's world of work;
* Gain exposure to various career industries; and,
* Interact with dynamic working professionals in a positive work environment.

Though the SYEP is a short-term employment and training program, our goal is to positively impact youth in a way that will last for their entire lifetime.

# Program Overview

* The 2013 SYEP will run from **Monday, July 1 – Friday , August 9**

* Youth ages 14-15 will participate in Work Readiness Training
    * May work for up to 20 hours per week for a stipend of $5.25/hour

* Applicants must provide a minimum of 20 hours per week (5 days/week for 4 hours/day)
    * Must serve minimum of 25 and maximum of 80 participants
    * Must maintain a supervisor to participant ratio of 1:12 (or 1:25 if in a classroom setting)

# Funding Logistics

* DOES *anticipates* $480,000 in available grant funding
  * Proposed program budget cannot exceed $400 per youth (maximum of $32,000 for 80 youth served)
* DOES will award *at least one* grant in each Service Delivery Area
  * SDA1: Ward 1, 2, 3, & 4
  * SDA2: Ward 5, 6, 7, & 8



D.C. Wards
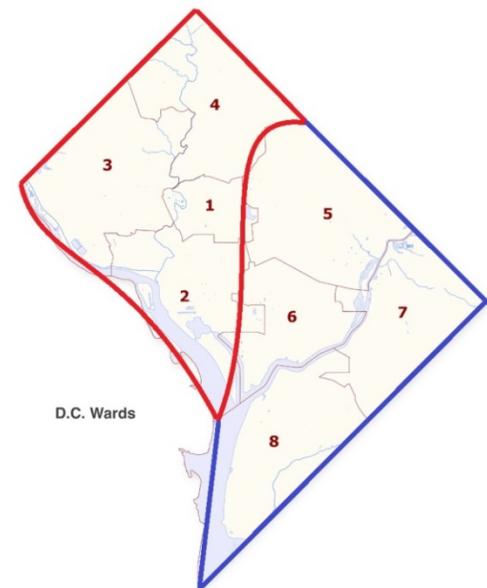
# Application Requirements

* Applications **MUST**:
    * NOT exceed twenty-five (25) pages
    * Be double-spaced, 12 pt. Arial or Times New Roman font, 1.0" margins

* Applications **MUST** include the following:
    * Table of Contents
    * One (1) page Applicant Summary
    * Program Narrative (consisting of the following three (3) sections):
        * Organization Profile
        * Participant Profile
        * Program Description
    * Attachments A-Q (Do not count towards 25 pg. limit)

# Application Requirements (Cont.)

* Organization Profile
* Participant Profile
* Program Description:
  * Growth Industry Sector (Agricultural, Environmental; Information Technology, Telecommunications; Media, Publications, Communications, Entertainment; Business Professional)
  * 3 Project-based Learning components (Employability Skills Training; Work Readiness Training; Academic Enrichment; Career Exploration and Awareness; Leadership Skills)
  * Strategies to engage youth
  * 1 page timeline/schedule of delivery of programming

# Application Submission

* **Applications due WEDNESDAY, MAY 15, 2013 by 2:00PM**
  * Applicants must submit three (3) Hard copies & one (1) Electronic (flash drive or CD)
  * DOES will not accept incomplete, faxed or emailed applications
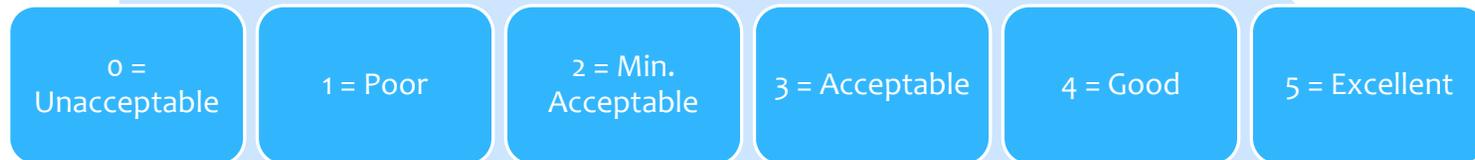  * Applicants cannot make changes after submission

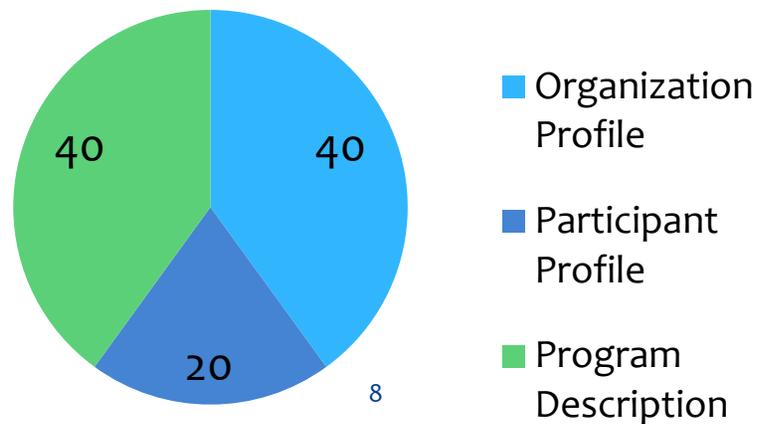| By Mail: | By Hand Delivery: |
|---|---|
| DOES Grants Office<br>ATTN: Maryann Carroll<br>Department of Employment Services<br>4058 Minnesota Avenue, NE<br>Suite 5000<br>Washington, DC 20019 | - Applicant must complete *DOES Acknowledgement of Receipt Form*<br>- If delivered by courier, there will not be a *DOES Acknowledgement of Receipt Form* |

# Review & Award

* Rating Scale

| 0 = Unacceptable | 1 = Poor | 2 = Min. Acceptable | 3 = Acceptable | 4 = Good | 5 = Excellent |
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## Scoring Criteria



- 40 — Organization Profile
- 20 — Participant Profile
- 40 — Program Description

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# Grantee Reporting & Deliverables

**After Award, Before Program**

* Completed Host Agreement
* Site Visit Inspection
* Criminal Background Clearance
* Supervisor & Youth Orientation
* Mandatory Meetings
* Non-Disclosure Agreement
* Proof of Insurance

**After Award, After Program Start**

* Electronic time sheet & attendance – **EVERY FRIDAY** @ 5:00 PM
* Paper time sheet – **BIWEEKLY FRIDAY** @ 5:00 PM
* Participant Package – FRIDAY, AUGUST 23, 2013

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# Payment Schedule

* Payment 1 – 40% - Host agreement, pre-program site visit, clearances, training and orientation

* Payment 2 – 20% - Submission of time sheets & site visit for program quality

* Payment 3 – 40% - Receipt, acceptance, and approval of invoices and required program documents