



State University of New York

Memorandum to Presidents

Date: June 15, 1990

Vol. 90 No. 6

From: Office of Community Colleges

Subject: Request for Proposals:
Youth Internship Program, 1990-91
"YIP-7"

To: Presidents, Community Colleges

The Youth Internship Program has been extended for another year with an allocation of \$1 million.

We are now prepared to receive proposals for programs to be funded for 1990-91.

I. Outline of the Criteria in Accordance with the Legislative Intent:

1. Student interns shall be unemployed, out of school, economically disadvantaged, and between the ages of 16 and 21. You are required to indicate in the proposal how the student interns will be identified and how eligibility will be verified.
2. Individual employability assessment plans are essential, and a copy of your plan must be included as part of your request for funding.
3. The programs shall be non-credit in nature.
4. Funds will be provided for services and expenses. Administration costs may be included, but no indirect overhead costs will be funded by the grant.
5. Internships are permitted in public agencies, not-for-profit corporations, and private firms and may not exceed 1000 hours per year or twenty hours per week. Please include in the proposal documentation from organizations indicating a commitment to cooperate with the college in providing the internships.
6. Wages of the interns will be paid from the grant at the rate of regular employees doing a comparable job for the organization providing the internship.

7. The college may provide employability (life-coping) skills from grant funds. The college may also provide necessary skills training (academic and/or vocational) from grant funds.

8. The college must document a high concentration of unemployed, out-of-school, disadvantaged youth between the ages of 16 and 21 from the area to be served. (Note: the economically disadvantaged status of students shall be consistent with SUNY Educational Opportunity Program criteria). It is not necessary that your entire sponsorship area reflect this "high concentration." Should there be more isolated areas within the sponsorship area which deserve such programming, you should document this and target the project to students there. Documentation from the Department of Labor or other reliable sources is required.

9. The proposal must have a clear statement of program objectives which identifies the desired outcomes of the program (see II-4 below).

10. A one-year follow-up of program participants is necessary as part of each campus program. Such a follow-up shall require the collection of post-program information on program participants, including (but not limited to) whether a participant receives a high school diploma and subsequent labor market experiences for one year following termination from the program.

II. Other SUNY requirements for the program are as follows:

1. Proposals should not be for more than \$425,000. The budget must itemize expenditures in the following areas: personal services, equipment and supplies, intern wages, miscellaneous (travel, etc.).

2. Programming is to be described specifically, but concisely. The purpose should be clear, and each of the criteria listed in Part I above must be addressed.

3. An appropriate audit trail is required for funds expended for this program. Records should be kept separate as required by acceptable fund accounting practices. Unused funds shall be returned to the State of New York through the SUNY Office for Finance and Business. Specific formats for financial reporting will also be established by that office.

4. A final report and interim reports on the progress of the program shall be submitted to the Deputy to the Chancellor for Community Colleges as required. The final report shall be consistent with guidelines established under the New York State Workforce Preparation Evaluation Act of 1988 which requires that the evaluation include:

- a. A statement of program objectives which identifies outcomes attributable to the program, anticipated performance levels, and indicators of the effectiveness of the program;
 - b. Defined quantitative measures which will be included as part of the evaluation report including, but not limited to:
 - a description of the targeted population,
 - criteria for participant selection,
 - demographics on participants,
 - measures of program activity,
 - inventory of services provided, and
 - budget information on programs and administrative expenditures including, but not limited to, costs per participant.
- For those programs where the objective is job placement, data shall include:
- . information on the occupations which participants enter
 - . the rate of job retention
 - . pre-program and post-program wage earnings, and other appropriate measures indicating the extent to which program activities meet objectives.
- For those programs where the objective is other than job placement, data shall, at a minimum, represent measures indicating the extent to which program activities meet program objectives.
- Other performance indicators which describe the effect of the program, and data which reflect follow-up activity appropriate to the services provided, shall also be included in the evaluation reports.

5. Attendance records of students are required.

6. Some student interns may be enrolled in appropriate courses at the college or other institutions. Tuition may be paid from the grant. Otherwise, there shall be no state aid or chargebacks for FTE's generated.

7. All unemployed, out-of-work, disadvantaged youth between the ages of 16 and 21 shall be eligible for the program. Accordingly, there shall be no prescreening for predictability of success.

8. Student interns must not be enrolled full-time in any other academic program at the college or elsewhere.

9. Proposals shall include a methodology for evaluation of the program which is consistent with part II-4, above.

10. Proposals for ongoing programs will not be acted upon until final reports of the prior year have been approved.

11. Proposals, signed by the **President**, must be submitted to the Deputy to the Chancellor for Community Colleges by **June 30, 1990**.

In addition to the above requirements, proposals including the following will be preferred:

1. There should be clear interaction with the Private Industry Council and the local Youth Bureau and/or other agencies designed to serve the needs of youth or promote economic growth in the community.

2. Stipends, in addition to the internship wage, are encouraged for students. It is assumed that some living expenses for students will be necessary, especially since the internships are part-time. These may include reasonable funding for transportation, child care, and the like.

3. The college may supplement such training funds from Job Training Partnership Act funds or other public or private sources; preference will be given to proposals which provide for matching sources of funding.

Questions regarding the above may be directed to David Van Nortwick, Director of Community College Administrative Services, or Charles A. Burns, Director of Community College Educational Services, at 518/443-5129.



Thomas S. Kubala

Attachment

Copies for information to:

Presidents, State-operated Campuses
Deans, Statutory Colleges
President Coll
Provost Nesheim

YIP-7 Request-Summary Sheet

1) Is this a continuation of a previous YIP grant or a new proposal?

_____ continuation
_____ new

(NOTE: if a continuation grant, please include a summary report of previous grant)

2) Amount of YIP funds requested.

\$ _____.

3) Number of persons entering program.

4) Organization(s) providing internships.

5) Occupation(s) for which training is to be provided.

6) Wage rate(s) for interns.

7) Evidence of youth unemployment.

8) Please indicate source(s) of any matching funds to be used in this project (college funds, JTPA, Federal Grant(s), etc.)

9) Name and title of campus person coordinating this program.