Youth unemployment persists as a problem of serious dimensions that undermines the economic and social vitality of communities of our State. You are well aware of the fact that the 1984-85 community college local assistance budget includes $1 million for a Youth Internship Program. We are prepared to receive proposals for such programs. A copy of the legislation is attached. Issues specifically addressed by the legislation are required in the programs to be funded. They are as follows:

1. Student interns shall be unemployed, out of school and 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 in public agencies, not-for-profit corporations and/or private firms not to exceed 1000 hours per year or twenty hours per week are required. You should include in the proposal documentation from organizations indicating a commitment to cooperating 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.

7. The college will provide employability (life, coping) skills from grant funds. The college will 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 for the area to be served. Your entire sponsorship area need not reflect this "high concentration." Should there be more isolated areas within the sponsorship area which deserve such programming, you should document this and be sure to target the project to students there. Documentation from Department of Labor statistics or other reliable sources is required.

Other SUNY requirements for the program are as follows:

1. Proposals should be for no less than $75,000 and no more than $500,000. The budget should itemize expenditures in the following areas: personal services, equipment and supplies, intern wages, miscellaneous (travel, etc.).

2. Programming should be described specifically, but concisely. The purpose should be clear, and numbers 1 through 8 above must be addressed.

3. An appropriate audit trail should be maintained for funds expended for this program. Records should be kept separate from other college fiscal affairs, and unused funds shall be returned to the State of New York. Specific format for financial reporting will be established by the SUNY Office for Finance and Business.

4. The person coordinating the program for the college should be named.

5. Quarterly reports on the progress of the program and other special reports as necessary will be required.

6. Auditable attendance records of students should be kept.

7. Economic disadvantagement of students shall be consistent with SUNY Educational Opportunity Program criteria.

8. Some student interns may be enrolled in appropriate non-credit courses at the college or other institutions. Tuition
may be paid from the grant. Otherwise, there shall be no state
aid or chargebacks for FTEs generated.

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

10. Student interns should not be enrolled full-time in
any other academic program, at the college or elsewhere.

11. Proposals shall include a methodology for evaluation
of the program.

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

1. Clear interaction with the local 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, 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
such matching sources of funding.

A committee to review proposals is being appointed. It
shall include no one employed at a SUNY community college, but
may include representatives of other State agencies in addition
to SUNY Central Administration.

The deadline for submission of proposals is June 30, 1984.

[Signature]
Cornelius V. Robbins
Deputy to the Chancellor
for Community Colleges

Attachment
Copies for information sent to:
Presidents, State-operated Campuses
Deans, Statutory Colleges
President Coll
Vice President Spencer
AID TO LOCALITIES - STATE AGENCIES

OPERATING ASSISTANCE FOR CONTRACT COURSES - ACADEMIC YEAR 1983-1984

For base aid for each full-time equivalent student enrolled in a contract course providing occupational training or assistance for the creation, improvement and retention of job opportunities ........................................ 480,000

YOUTH INTERNSHIP PROGRAMS

Funds are provided for services and expenses related to non-credit employability training and work experience internship program pilot projects for the purposes of improving the employability of unemployed, out-of-school, economically disadvantaged youth between the ages of sixteen and twenty-one years of age, reducing the levels of unemployment among such youth and helping to meet the current and future labor needs of employers in this state. Participating youth shall be provided with the following for up to one year: (1) an individual employability assessment from which an individual training and employment plan is formulated; (2) an internship in a public agency, not-for-profit corporation or private business not to exceed one thousand hours per year or twenty hours per week with a stipend funded from appropriations made available pursuant to this appropriation at the prevailing wage paid to persons similarly employed by the employer; and (3) employability and skills training funded by this appropriation, by the federal Job Training Partnership Act (P.L. 97-300) or by other public or private sources.

The funds available pursuant to this appropriation shall be allocated to three community colleges selected by the State University for participation in this program on the basis of their willingness and capability to operate a youth internship program pilot project as described above and on the basis of the presence, within their sponsorship area, of a high concentration of unemployed, out-of-school, economically disadvantaged youth between the ages of sixteen and twenty-one ........................................ 1,000,000