Memorandum to Presidents

Date: May 22, 1986
From: Office of Community Colleges
Subject: Request for Proposals
Youth Internship Program; 1986-87
"YIP-3"
To: Presidents, Community Colleges

The Youth Internship Program has been extended for a third year; an allocation of $1 million has been appropriated for the 1986-87 community college year. We are now prepared to receive proposals for programs to be funded.

Outline of the Criteria in Accordance with the Legislative Intent:

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 $65,000 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 each of the criterion listed in the legislation should be addressed.

3. An appropriate audit trail should be maintained 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 format for financial reporting will also be established by that office.

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

5. A final report and interim reports on the progress of the program shall be submitted to the Deputy to the Chancellor for Community Colleges in accordance with a scheduled outlined in the award letter.
6. Auditable attendance records of students are required.

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.

12. Proposals for ongoing programs will not be acted on until final reports of the prior-year rate have been approved.

13. Proposals, signed by the President, should be submitted to the Deputy to the Chancellor for Community College by June 15, 1986.

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

1. 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, 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.
A panel to review proposals will be appointed. The proposal deadline is June 15, 1986.

Questions regarding the above may be directed to Charles A. Burns, Director of Community College Educational Services, or David Van Nortwick, Director of Community College Administrative Services, at 518-473-1843.

Thomas M. Law
Deputy to the Chancellor
for Community Colleges (Acting)

Attachment

Copies for information sent to:

President, State-operated Campuses
Deans, Statutory Colleges
President Coll
Vice Provost Spencer
YIP-3 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 copy of the final report of previous grant)

2) Amount of YIP funds requested.
   $__________________.

3) Organization(s) providing internships.

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

5) Wage rate(s) for interns.

6) Evidence of youth unemployment.

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

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