



Connect Detroit



Grow Detroit's
Young Talent

Request for Proposals for Grow Detroit's Young Talent (GDYT)

2024 PROGRAM PARTNERS

PROPOSAL DEADLINE

Friday, January 12, 2024

Proposals must be received by 4:30pm

Connect Detroit reserves the right to extend the deadline.

INFORMATION SESSION

Detroit Youth Employment Consortium Meeting

Thursday, December 7, 2024 - 9:30am-11:00am

Link to Meeting Info:

[GDYT Provider Portal - GDYT 2024 \(google.com\)](#)



**Grow Detroit's
Young Talent**

TABLE OF CONTENTS

I.	INTRODUCTION AND OVERVIEW	2-3
II.	PROGRAM REQUIREMENTS	3-6
III.	PROGRAM PERFORMANCE METRICS	7
IV.	PARTNER AGREEMENTS	7-8
V.	APPLICATION INFORMATION AND SUBMISSION PROCESS	8-9
VI.	PROPOSAL NARRATIVE	9-11

I. INTRODUCTION AND OVERVIEW

Grow Detroit's Young Talent (GDYT) is the city of Detroit's summer youth employment program for Detroit residents ages 14 to 24. GDYT's managing partners include the Mayor's Office, Detroit Employment Solutions Corporation (DESC), and Connect Detroit. Connect Detroit serves as the Summer Youth Employment Coordinator (SYEC) and works with community and faith-based organizations to provide youth with training and work experiences.

The goal for the 2024 GDYT summer program is to employ 8,000 Detroit youth.

Connect Detroit is seeking proposals from high-performing, youth-serving organizations to provide quality training and work experiences for the Grow Detroit's Young Talent (GDYT) program during the summer of 2024. Connect Detroit works with 2 types of GDYT Partners: Program Providers and Lead Agencies. **Program Providers** receive non-financial Partner Agreements and typically serve between 5 and 50 youth participants. **Lead Agencies** receive financial contracts and typically serve between 150 and 250 youth participants.

GDYT aims to safely provide meaningful and engaging work-related experiences while connecting young people to a positive network of their peers and caring adults. We will continue to invoke our core values and best practices related to safety, positive youth development, and work-force readiness. With this in mind, 2024 GDYT partners will be able to design and offer experiences that are either **in-person** (youth are paid for experiences that are 100% in-person) or **hybrid** (youth are paid for experiences that include both in-person and virtual activities). Knowing that the highest quality experiences come from face-to-face interactions, we will continue to eliminate 100% virtual experiences in 2024.

The Grow Detroit's Young Talent program is a public, private and philanthropic effort funded by foundations, individual donors, the City of Detroit, the Workforce Innovation and Opportunity Act (WIOA), other public entities, and the corporate/business community.

This citywide effort gives young adults between the ages of 14 and 24 exposure to the world of work and enhances their educational, work readiness, and leadership skills.

Grow Detroit's Young Talent strives to:

- ensure that young adults have safe and meaningful summer work experiences that create pathways to future opportunities
- connect young adults to networks and employers that can support their career goals
- introduce employers to the next generation of Detroit's workforce
- align Detroit's youth workforce development programs, thus streamlining service delivery and maximizing efforts to improve outcomes for youth

Summer job placements will be based on a developmentally appropriate, tiered model:

Tier 1: Career Exploration - The Career Exploration tier introduces young people to work and career opportunities through community service, team projects, and job shadowing. This tier is for youth with little to no previous work experience (typically 14-16 year olds).

Tier 2: Ready for Work - Developed for young people with some previous work experience, the Ready for Work tier places youth with a host employer secured by the Program Partner, while continuing to build job readiness skills (typically 16-24 year olds).

Tier 3: Career Pathway Internships - This competitive internship program is for young people with previous work experience and a desire to focus on a specific career pathway with a host employer (typically 17-24 year olds). Partners can refer youth for a Tier 3 internship experience through DESC. There will be a separate selection and interview process for Tier 3 experiences.

Through this RFP, Connect Detroit is seeking **Program Providers and Lead Agencies** to provide Tier 1 and Tier 2 in-person or hybrid experiences.

Depending on the program model youth will earn wages of \$12/hour for up to 120 hours based on hours worked or earn a stipend up to \$1,440 based on benchmarks achieved. Youth receiving in-person experiences will be paid wages. Youth receiving hybrid experiences will be paid stipends.

II. PROGRAM REQUIREMENTS

GDYT Program Partners will be selected through this RFP process to serve as **Program Providers** or **Lead Agencies** for the 2024 GDYT program. Program Providers can request to serve between 5 and 50 youth for the summer. Lead Agencies can request to serve between 150 and 250 youth for the summer. The GDYT program seeks organizations that combine work and learning opportunities for Detroit youth through developmentally appropriate approaches to youth workforce development. Overall, desired outcomes for the program include high attendance and retention rates, development of job seeking skills, development of job performance skills, and increased financial literacy. To achieve these outcomes, programs designed by partners for the 2024 GDYT summer experience must include the following four (4) components:

1. Work Readiness Training and Orientation
2. Financial Education
3. Six-week Summer Work or Learning Experiences
4. Youth Supports to help ensure success with the summer experience

For partners interested in offering a hybrid experience we will make the online Hats and Ladders career exploration platform available. Use of this platform is optional, and partners are free to use other platforms or program content for the hybrid experience. Training will be

provided to partners who choose to use Hats and Ladders. A virtual information session on the Hats and Ladders platform will be held on Monday, January 8th from 1pm-2pm. More information can also be found here: [Hats & Ladders – Find you. Be you. \(hatsandladders.com\)](https://hatsandladders.com)

While not required, Connect Detroit highly encourages GDYT partners to incorporate a Social and Emotional Learning (SEL) component and will make the GDYT SEL Curriculum available to GDYT partners. This curriculum was developed in partnership with the Youth Development Resource Center. Details on the GDYT SEL Curriculum can be found by clicking [here](#).

Youth work experiences will begin no earlier than **July 8, 2024**, and must end by **August 16, 2024** unless other arrangements are made with Connect Detroit.

The typical program format will be a six-week work experience with youth working 20 hours each week for in-person experiences (120 hours total). Hybrid experiences will be based on the achievement of 4 benchmark activities per week (24 benchmarks total). This is inclusive of time each week for ongoing work readiness, career exploration, reflection, and other learning activities.

Successful applicants will be required to adhere to the following program requirements of the Grow Detroit's Young Talent summer program.

Partner Roles and Responsibilities

GDYT Partners will be responsible for the following:

- Recruit youth participants who are Detroit residents between the ages of 14 and 24 (Note: youth must be 14-24 as of July 1, 2024)
- Facilitate and Monitor youth enrollment
- Facilitate and Monitor youth completion of work readiness pre-training
- Provide Youth Orientation
- Design and implement high-quality summer experiences
- Mentor, Coach and Support youth participants
- Manage GDYT administrative tasks
- Approve and submit youth timesheets or stipend requests
- Comply with GDYT policies, procedures, and reporting requirements
- Participate in GDYT partner meetings and training sessions
- Participate in GDYT Program Evaluation

Work Readiness Training

GDYT Partners will be required to facilitate and monitor youth completion of the online work readiness training offered through the GDYT Edge platform. This self-paced training will take place online during the month of June, prior to the paid summer experience. This training will help youth develop skills and competencies that they need during their summer work

experience and over the course of their life as they develop into responsible adults. The online work readiness training will be available beginning June 1st and should take youth participants no longer than 6 hours to complete.

In addition, GDYT partners should plan to provide a **minimum of 6 additional hours** of work readiness training. This training can be offered prior to or throughout the duration of the paid summer experience. This training can include the SEL training. **In all, GDYT participants are expected to receive a total minimum of 12 hours of work readiness training.**

Financial Education

Youth participants in the GDYT program must receive exposure to financial education. Organizations must describe how they will provide financial education for their youth. Financial education components should include information on basic banking, budgeting and money management, and other relevant topics. Financial education training for GDYT participants must be delivered by qualified individuals or financial institutions. Financial education that is curriculum based is preferred.

High Quality Work Experiences

GDYT Partners must provide meaningful work experience for youth participants. Work experience can be project based (Tier 1) or worksite placements within or outside the partner agency (Tier 2).

For in-person experiences youth are paid hourly wages for activities that take place on-site at the partner agency or vetted worksites. For hybrid experiences youth are paid stipends for achieving benchmarks that are met through completing both in-person and virtual activities.

Worksites, whether in-person or hybrid, are the primary location where youth are engaged in paid work and learning activity during the program period. Youth placement must be at worksites that maintain a standard of quality through the duration of the program. GDYT Partners are responsible for ensuring that this standard is met by recruiting and vetting high-quality worksites and securing Non-Financial Worksite Agreements (NFWAs).

A high-quality GDYT worksite facilitates a progressive and meaningful work experience by exposing youth to the skills necessary to compete in the 21st century economy. Quality Worksites:

- Provide youth with exposure to meaningful, real-world learning opportunities, professional connections, and career awareness
- Connect youth to a caring adult who provides work-related support and feedback, and promotes development of 21st century work-readiness skills
- Provide a safe environment that adheres to all laws and regulations governing youth participation in the workforce and comply with safety measures
- Agree to comply with the terms outlined in the Non-Financial Worksite Agreement (NFWA)

Program Evaluation

GDYT Partners will be required to participate in the GDYT evaluation process. This process includes 1) a performance review for each youth participant; 2) administering the youth exit survey at the end of the program; and 3) submitting the provider survey/report at the end of the program.

Youth Payroll

All participating youth will be paid by Connect Detroit through the Grow Detroit's Young Talent program. Partners will ensure all timesheets or stipend requests are submitted in a timely manner according to the GDYT payroll schedule.

GDYT Operating Policies and Procedures

GDYT Partners will be responsible for compliance with all operating policies and procedures of the GDYT Program. These policies and procedures are designed to enhance the quality of the program as well as ensure the safety of all youth and adults throughout the program experience. Examples of GDYT policies and procedures are as follows:

- Youth Eligibility
- Enrollment Process
- Michigan and Federal Child Labor Laws
- Procedures for Reporting Incidents
- Other procedures as applicable

GDYT Edge Database

GDYT Edge is the information management system used to support the GDYT program. The online GDYT applications, youth enrollment, work readiness pre-training, and youth payroll are all managed through the GDYT Edge system. GDYT Partners will be required to use the GDYT Edge system. Training and support will be provided.

GDYT Partner Orientation and Training

All selected GDYT Partners will be required to participate in a mandatory GDYT Partner Orientation as well as training on the GDYT Edge system and youth payroll. The goal of these sessions is to inform partners of critical information and procedures that will enable them to implement a high-quality GDYT summer program. Other capacity-building opportunities will also be made available to help build the skills of GDYT Partners.

Reporting and Monitoring

Grow Detroit's Young Talent Partners must comply with all reporting and documentation requirements and should expect program site visits and monitoring during the summer. All selected GDYT Partners will be required to submit a final report at the conclusion of the program detailing program activities, outcomes, success stories, and lessons learned.

III. PROGRAM PERFORMANCE METRICS

The performance goals for the 2024 program are as follows:

Performance Area		Target
Enrollment:	<i>The unduplicated number of allocated participants with complete enrollment files submitted by the final enrollment deadline.</i>	100%
Attendance:	<i>The total number of wages or stipends received by participants divided by the maximum number of wages or stipends available.</i>	80%
Retention:	<i>The total number of participants who achieve at least 80% of benchmarks or allocated hours.</i>	80%
Youth Satisfaction:	<i>Response Rate: The total number of paid youth who complete the youth exit survey.</i>	75%
	<i>The total number of youth respondents who indicate that their summer experience was overall satisfactory.</i>	80%

IV. GDYT PARTNER AGREEMENTS

Period of Performance

GDYT Partner Agreements are intended to cover a six-month contract period beginning in March 2024 and concluding in August 2024.

Youth Allocation

Selected partners will be allocated a number of youth slots to fill with eligible youth and contracted to provide these youth with training and high-quality Tier 1 and Tier 2 summer experiences described above. Connect Detroit will cover the youth wages, serve as the employer of record, and manage youth payroll.

Program Provider Partner Agreements – Non-Financial

Slot allocations to Program Providers by Connect Detroit are based on available funding and typically range between 5 and 50 slots.

Unless funding becomes available, Connect Detroit will not provide funding to Program Providers for program administration and operations. The agreement between Connect Detroit and selected Program Providers will be non-financial. The GDYT program supports youth wages only. Selected Program Providers will be responsible for covering any administrative and operational costs associated with their programs. Should funding become available it may be possible for Program Providers to receive a GDYT partner award to support programming.

Lead Agency Partner Agreements – Financial

Slot allocations to Lead Agencies by Connect Detroit are based on available funding and typically range between 150 and 250 slots.

Connect Detroit expects to contract with 8-10 Lead Agencies serving 150 -250 youth each. Youth served will be a combination of youth recruited by the Lead Agency and youth assigned to the agency by Connect Detroit.

Lead Agency contracts are expected to begin with a base amount of \$7,500-\$10,000 and increase at a rate of \$250 per youth for each approved youth served up to 200 youth and \$50 per approved youth served over 200. Lead Agency contracts are expected to range from \$45,000-\$62,500. Lead Agency contracts are reimbursement based. Monthly invoices must be submitted. Lead Agencies will be responsible for covering administrative and operational costs associated with their programs and must have adequate financial resources for the performance of the contract until reimbursement payments are issued.

V. APPLICATION INFORMATION AND SUBMISSION PROCESS

Who is Eligible to Submit a Proposal?

Connect Detroit seeks proposals from schools, and community and faith-based youth-serving organizations, with administrative capacity and youth-development experience.

What is the Timeline?

RFP Release Date	Friday, December 1, 2023
Proposals Due	Friday, January 12, 2024 by 4:30pm
Lead Agency Candidate Interviews	Week of January 22 nd
Notification (via email)	By Friday, February 2, 2024
Contract Period	March - August 2024

Please submit questions regarding this RFP in writing to Shuna Hayward, Vice President of Programs, Connect Detroit, at shuna@connectdetroit.org.

Proposal Submission

Respondents must follow the application procedures outlined in this Request for Proposals (RFP). Proposals must be submitted electronically. Proposals must be received by 4:30pm on Friday, January 12, 2024.

- **Proposal Cover Page** must be submitted electronically using the following link:
- [GDYT PROPOSAL COVER PAGE](#)
- **Proposal Narrative** must be submitted as a PDF via email to: GDYTPartnerProposals@connectdetroit.org
- Save Proposal Narrative as a PDF using “Agency Name” for the file name
- **No incomplete, hard copy or late proposals will be considered.** Proposals that do not follow the required format will not be reviewed
- A confirmation email will be sent upon receipt of proposal by Connect Detroit

Proposal Format

Submitted proposals should meet all of the following specifications:

Cover Page:

- The **Proposal Cover Page** must be completed and submitted through the following link: [GDYT PROPOSAL COVER PAGE](#)

Narrative:

- Formatted using 1" margins and no smaller than a 12-point font
- Respond to questions in the order listed and include headers
- Cannot exceed 10 (ten) pages
- Pages should be numbered and include a header identifying the agency name

Notification

Connect Detroit will notify all applicants of the decision on their proposal in writing via email by February 2, 2024.

Lead Agency Interviews

Candidates being considered to serve as Lead Agency partners will be required to participate in an interview during the week of January 22nd. More information will be provided.

Proposal Checklist

Incomplete proposals will not be considered. Please ensure that your proposal includes the following:

- Electronic **Proposal Cover Page** form is completed and submitted using the following link: [GDYT PROPOSAL COVER PAGE](#)
- **Proposal Narrative** is typed, follows the required format, and submitted as a PDF via email to GDYTPartnerProposals@connectdetroit.org by the submission deadline

VI. PROPOSAL NARRATIVE

Organizations should submit a proposal describing the GDYT program experience they will design and implement for summer 2024. Proposals must show the ability to deliver high-quality experiences. Wage-based (in-person) experiences must include sufficient work activities for the hours youth will be working. Stipend-based (hybrid) experiences must be tied to a set of benchmarks that youth achieve through completing meaningful learning, work, or project-based activities.

Please provide a narrative response to the prompts below. The narrative should provide reviewers with a detailed and clear understanding of your proposed program and your organization's capacity to deliver the required elements outlined in this Request for Proposals. Please respond to all prompts and questions.

Partner Type

Please indicate if you are submitting a proposal to serve as a **Program Provider** or **Lead Agency**. If you are applying to serve as a Lead Agency please indicate if you would like to be considered as a Program Provider if you are not selected as a Lead Agency.

Organization Information

Provide an overview describing your organization's:

- Mission and services provided
- Experience providing services to 14-24 year old youth
- Experience and outcomes related to youth employment and training programs
- Capacity to fulfill the programmatic and administrative requirements of the GDYT program

Program Information

- A. **Program Model:** Please specify what type of experiences you will provide for youth participants - In-Person or Hybrid. Please Note: Partners may provide both types of experience, but each youth may only receive either an in-person or hybrid experience.
- B. **Number of Youth:** Please indicate the number of youth you propose to serve.
- C. **Program Summary:** In 2-3 sentences please provide a high-level summary of your program.
- D. **Program Goals:** What are the goals of your summer program?
- E. **Program Plan:** Provide a detailed description of the experiences youth will receive through your summer program. Please be as thorough as possible.
1. What are the activities or jobs that youth will be paid for? For In-Person Experiences (Hourly Wage-Based) please be sure to describe the types of worksites that will be vetted, the vetting process, and what activities or jobs the youth will engage in. For Hybrid Experiences (Benchmark Stipend-Based) please describe both the virtual and in-person activities the youth will engage in to meet their benchmarks each week.
 2. Describe how your program aligns with Tier 1 experiences, Tier 2 experiences or a combination of both types of experiences (see page 3 for info on GDYT Tiers).
 3. Describe any curricula or online platforms that will be used in your program.
 4. Describe your plans for providing work readiness training to participants.
 5. Describe your plans for providing Social Emotional Learning (SEL) and/or mental health supports for youth participants.
 6. Please provide any additional information about your proposed program that will be helpful in painting a full picture.
- F. **Financial Education:** What is your plan for fulfilling the financial education requirement? Describe any partners, curriculum, or platforms that will be used. Please describe when financial education will be provided, how many sessions will be provided, and what content will be covered.
- G. **Communications and Supports:** Describe your plans for ongoing communications with youth during the onboarding and programming phases of the program. What is your plan to monitor, coach and support youth during their summer experience to help ensure success?
- H. **Retention Plan:** Describe your plan to engage youth who are not completing benchmarks or work hours.

- I. **Staffing:** Who are the staff members, what are their roles, and what expertise do they have to implement this program? If staff are not yet identified, what positions will you have in place?
- J. **Schedule:** Provide a schedule of your program’s weekly activities.
- K. **Safety:** What safety measures will you implement during your program?

Program Plan Updates

While we expect you to be as thorough as possible in your responses, we understand that every detail for your program may not be solidified at this time. Please keep in mind that selected partners will be required to submit an updated Program Plan in May 2024. Partners implementing hybrid programs will be required to submit their program benchmarks at this time, and partners implanting in-person programs will be required to submit all worksite information.

Questions

Please submit all questions regarding this RFP in writing to Shuna Hayward, Vice President of Programs, Connect Detroit, at shuna@connectdetroit.org.