



Connect Detroit



Grow Detroit's
Young Talent

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

2026 PROGRAM PARTNERS

SUBMISSION DEADLINE

Friday, February 20, 2026

Proposals must be received electronically by 5:00pm

Connect Detroit reserves the right to extend the deadline.

ELECTRONIC SUBMISSION

Submittable Link:

[https://connectdetroit.submittable.com/
submit/7b0ad381-49fb-43b4-8c9f-65e11252e301/2026-gdyt-request-for-
proposals-rfp-for-program-partners](https://connectdetroit.submittable.com/submit/7b0ad381-49fb-43b4-8c9f-65e11252e301/2026-gdyt-request-for-proposals-rfp-for-program-partners)

VIRTUAL INFORMATION SESSION

Thursday, February 5, 2026

Meeting Recording Link:

[https://connectdetroit-org.zoom.us/rec/share/gUJ5_6Hqs7QcXC7LPH7r-
Xb3F43_3hmQWz9WIY-U7rAPHxAOUcoRzQjSaX8bNqW.N1hn482vkqB8ycSZ](https://connectdetroit-org.zoom.us/rec/share/gUJ5_6Hqs7QcXC7LPH7r-Xb3F43_3hmQWz9WIY-U7rAPHxAOUcoRzQjSaX8bNqW.N1hn482vkqB8ycSZ)



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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 that align with the GDYT quality framework, skills, and competencies. See Appendices A & B.

The goal for the 2026 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 2026. This Request for Proposals (RFP) outlines the requirements and expectations of GDYT Program Partners. Connect Detroit works with 2 types of GDYT Program Partners: Program Providers and Lead Agencies. **Program Providers** receive non-financial Partner Agreements and will serve between 5 and 75 youth participants. **Lead Agencies** receive financial contracts and will serve between 100 and 200 youth participants. Applicants must first demonstrate successful performance as a Program Provider before being eligible to apply as a Lead Agency.

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.

Youth can be paid for participating in experiences that are held **in-person** or **hybrid** (a weekly combination of both in-person and virtual experiences). Knowing that the highest quality experiences come from face-to-face interactions, we will continue to eliminate 100% virtual experiences in 2026.

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 through Connect Detroit 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).

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

GDYT will pay youth wages or a stipend based on their experiences. Youth receiving in-person experiences will be paid wages. Youth receiving hybrid experiences will be paid stipends.

In-Person youth ages 14-17 will earn wages of \$12.50/hour for up to 120 hours based on hours worked.

In-Person youth ages 18-24 will earn wages of \$13.75/hour for up to 120 hours based on hours worked.

Hybrid youth ages 14-24 will earn a stipend up to \$1,500 based on benchmarks achieved.

II. PROGRAM REQUIREMENTS

GDYT Program Partners will be selected through this RFP process to serve as **Program Providers** or **Lead Agencies** for the 2026 GDYT program. Program Providers can request to serve between 5 and 75 youth for the summer. Lead Agencies can request to serve between 100 and 200 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

2026 GDYT summer experience must include the following four (4) components:

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

Youth work experiences will begin no earlier than **June 29, 2026**, and must end by **August 14, 2026** unless other arrangements are made with Connect Detroit and approved in writing.

The GDYT program consists of three phases.

- 1) Recruitment & Enrollment
- 2) Training & Work Experience
- 3) Evaluation

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 5 benchmark activities per week (30 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 & Responsibilities

All GDYT Partners will be responsible for the following administrative and programming tasks:

- ✓ Attending scheduled GDYT partner meetings and training sessions to prepare for successful program implementation
- ✓ Developing an internal communication plan to ensure agency staff are on the same page and aware of all program requirements and important updates
- ✓ Creating a recruitment strategy for identifying youth participants who are Detroit residents between the ages of 14 and 24 (Note: youth must be 14-24 as of July 1, 2026)
- ✓ Gaining a complete understanding of how to navigate all GDYT platforms, apps, and tools and training internal agency staff as needed
- ✓ Facilitating and monitoring youth enrollment and establishing a plan for ongoing communication with youth to assist them in completing enrollment
- ✓ Facilitating and monitoring youth completion of work readiness pre-training
- ✓ Hosting and facilitating youth orientation
- ✓ Designing and implementing high-quality summer experiences
- ✓ Mentoring, coaching, and supporting youth participants during each program phase

- ✓ Providing referrals to various resources and supports as needed
- ✓ Managing GDYT administrative tasks
- ✓ Approving and submitting youth timesheets or stipend requests
- ✓ Communicating with youth ongoing to assist them with submitting their time accurately
- ✓ Working with GDYT staff to resolve all payroll inquiries
- ✓ Complying with GDYT policies, procedures, and reporting requirements
- ✓ Participating in the GDYT Liaison-agency introduction meeting
- ✓ Maintaining continuous communication with their GDYT liaison to share updates and timely address any issues that may arise
- ✓ Participating in GDYT Program Evaluation

Additional Lead Agency Responsibilities

In addition to the above partner roles and responsibilities, GDYT Lead Agency Partners are contracted to ensure capacity to carry out the following administrative tasks.

1	Recruiting and vetting safe, clean worksite locations that offer high-quality work experiences that align with the GDYT quality framework, skills, and competencies (see Appendices A & B)
2	Securing Non-Financial Worksite Agreements for all worksite locations
3	Providing orientation for worksites and site supervisors (i.e. managing timesheets, expectations, etc.)
4	Developing a worksite placement strategy for assigning youth to worksites
5	Providing an accurate listing of all youth worksite placements and contacts
6	Monitoring worksites and providing support to worksites and youth to help facilitate a successful summer program
7	Ensuring adequate staffing to implement Lead Agency responsibilities
8	Submitting invoices and any required documentation in a timely manner

Work Readiness Training

GDYT partners will be required to coordinate or facilitate a **minimum of 12 hours** of work readiness training that is aligned with the GDYT youth skills and competencies. See Appendix A.

This training can be offered prior to or throughout the duration of the paid summer experience. **PLEASE NOTE: any training youth complete prior to the start of the summer experience is unpaid by GDYT.**

GDYT will provide some curricula resources that partners may choose to utilize. Partners may identify other curricula to be used if it meets GDYT program standards. **In all, GDYT participants are expected to receive a total minimum of 12 hours of work readiness training.**

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.

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. GDYT will provide some resources that partners may choose to utilize.

High Quality Work Experiences

GDYT Partners must provide meaningful work experiences for youth participants that are aligned with the GDYT quality framework. See Appendix B.

Work experiences can be project-based (Tier 1) or worksite placements within or outside the partner agency (Tier 2). Youth placements must be at worksites that have been vetted and must maintain a standard of quality through the duration of the program. Additionally, worksites must comply with all reporting and documentation requirements and should expect ongoing site visits and monitoring by Connect Detroit and GDYT staff during the summer.

Partners can offer in-person or hybrid work experiences. 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.

How does GDYT define in-person and hybrid experiences?

An in-person work experience consists of youth completing activities that are held in-person at a GDYT partner organization, a vetted worksite or coordinated site location, or a group field trip/outing. In-person worksites are the primary physical locations where youth are engaged in paid work and learning activities during the program period.

A hybrid work experience consists of youth completing 5 benchmarks each week. Three (3) or more benchmarks must be **in-person** activities **AND** no more than 2 benchmarks can be **virtual** activities. This ratio of at least 3 in-person benchmarks and no more than 2 virtual benchmarks must be maintained **each week throughout the entire 6-week program.**

GDYT Partners are responsible for ensuring quality work experiences by recruiting and vetting high-quality worksites. All worksites, whether hybrid or in-person must be vetted and complete a Non-Financial Worksite Agreement (NFWA). The physical location of all in-person work activities will be clearly identified in the required program plans and benchmarks to be submitted later.

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 that align with the GDYT quality framework (see Appendix B)
- 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 complying 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) ensuring youth complete the electronic exit survey before 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 accurate, signed by the youth participant, and approved by a supervisor. All timesheets and stipend requests must be 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 Database

GDYT will be implementing a new information management system called MyOneFlow to support the GDYT program. The online GDYT application, youth enrollment, and youth payroll will be managed through this new system. GDYT Partners will be required to use the GDYT MyOneFlow system. Training and support will be provided.

GDYT Partner Meetings, Orientation and Training

All selected GDYT Partners will be required to participate in mandatory GDYT Partner meetings, orientation, and training on GDYT program logistics, the new GDYT information management 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 may be offered 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 2026 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%

How well partners met these goals in prior participating years is considered in the selection process.

IV. GDYT PARTNER AGREEMENTS

Period of Performance

GDYT Partner Agreements are intended to cover a six-month contract period beginning in March 2026 and concluding in August 2026.

Youth Allocation

Selected partners will be allocated a set 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 may range between 5 and 75 slots.

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.

Lead Agency Partner Agreements – Financial

Slot allocations to Lead Agencies by Connect Detroit are based on available funding and may range between 100 and 200 slots.

Connect Detroit expects to contract with 10-12 Lead Agencies - approximately 10 Lead Agencies expected to serve at least 100 youth and approximately 2 Lead Agencies to serve at least 200 youth. Youth served will be a combination of youth recruited by the Lead Agency and youth assigned to the agency by Connect Detroit.

Connect Detroit reserves the right to adjust the number of selected Lead Agencies as needed to meet GDYT program needs. Financial contracts and payments will be adjusted as necessary in consideration of several factors including, but not limited to, youth enrollment and retention.

Lead Agency contracts will be based on a rate of \$250 per youth for each approved youth served, up to the number of contracted youth slot allocations. Lead Agency contracts are expected to range from \$25,000-\$50,000. Lead Agency contracts are invoice based. It is anticipated that payments will be issued at the mid-point and at the end of the contract period. Selected 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 invoice 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	Week of February 2, 2026
Virtual Information Session	Thursday, February 5, 2026 10:00 am - 11:30 am
Proposals Due	Friday, February 20, 2026 No later than 4:30 pm
Notification (via email)	By Friday, March 6, 2026
GDYT Partner Virtual Kick-Off Meeting	Thursday, March 12, 2026 1:00 pm-3:00 pm
GDYT MyOneFlow System Training	Thursday, March 26, 2026 10:00 am-12:00 pm
Contract Period	March - August 2026

Please submit questions regarding this RFP in writing to Nicole Hill, Program Director at nicole@connectdetroit.org.

Proposal Submission

Connect Detroit will provide a separate link and further instructions for how to submit proposals electronically.

- Proposals must be received **by 5:00pm on Friday, February 20, 2026.**
- Respondents must follow the proposal submission guidelines provided by Connect Detroit.
- Proposals must be submitted electronically through the Submittable link provided.
- **No incomplete, hard copy or late proposals will be considered.**
- Proposals that do not follow the required format will not be reviewed.
- A confirmation will be sent upon receipt of proposal.

Notification

Connect Detroit will notify all applicants of the decision regarding their selection as a 2026 GDYT partner in writing via email by March 6, 2026.

VI. PROPOSAL NARRATIVE

Organizations should submit a proposal describing the GDYT program experience they will design and implement for summer 2026. 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. Detailed program plans, worksite assignments, and benchmarks will be requested later.

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

Partner Type

Please indicate if you are submitting a request 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/Infrastructure to fulfill the programmatic and administrative requirements of the GDYT program. *Tell us about the infrastructure your organization currently has in place to execute the program successfully.*

Program Information

A. **Program Interest:** Please share why your organization is interested in serving as a GDYT Partner for 2026 and what would make your organization a high-performing partner.

B. **Number of Youth and Recruitment Plan:**

1. Please indicate the number of youth you propose to serve.
2. Please describe the strategies your agency will use to recruit youth.
3. Please indicate if your organization has the capacity to support youth with any of the following special needs or disabilities (select all that apply):
 - ☐ Learning disabilities (e.g., dyslexia, ADHD)
 - ☐ Cognitive or developmental disabilities
 - ☐ Physical or mobility disabilities
 - ☐ Sensory disabilities (vision or hearing)
 - ☐ Mental health conditions (e.g., anxiety, depression)
 - ☐ Neurodivergent conditions (e.g., autism spectrum)
 - ☐ Chronic health conditions
 - ☐ Temporary injuries or short-term accommodations
 - ☐ Other: Please specify.
 - ☐ We are not able to provide accommodations at this time

- C. **Program Summary:** In 2-3 sentences please provide a high-level summary of your summer GDYT program.
- D. **Program Goals & Expected Outcomes:** Describe your summer program goals and expected outcomes. List at least 4 concrete and specific outcomes that will occur as a result of your program. Example: *“25 youth will be placed in paid work experiences beyond the GDYT program with our partners at Henry Ford Health.”*
- E. **Program Plan:** Respond to the following prompts.
1. Please provide a brief description of the paid experiences youth will receive through your summer program.
 2. What are the specific activities or tasks that youth will be paid for?
 3. **For In-Person Experiences** (Hourly Wage-Based), describe the types of worksites that will be developed, your worksite vetting and onboarding process, and your placement process. **Include:**
 - The types of organizations/businesses (e.g. childcare, law, gardening, etc.)
 - The types of activities or tasks youth will engage in (e.g. monitoring kids, planning recreational activities, providing customer service, performing data entry, etc.)
 - The specific steps you follow to properly vet a worksite
 - Details of your worksite onboarding and orientation process. Include your process for confirming worksite participation, number of orientation sessions to be held, orientation topics to be covered, orientation format (in-person/virtual), your plan for sharing info with worksites ongoing, etc.
 - Your process for matching youth with a worksite placement
 - ✓ How do you assess and align youth career interests with a worksite?
 - ✓ How do you determine the supports youth and worksites need to ensure a successful worksite placement (e.g. transportation, supervision, etc.)?
 4. **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.

For in-person activities, include the following:

 - Provide a clear description of the in-person activities youth will be paid for. You will be required to submit specific benchmarks in April.
 - Will these experiences be at your site or external worksites? If external, describe your vetting and onboarding process for worksites.
 - Describe your process for matching youth with relevant work experiences if applicable.

For virtual activities, include the following:

 - Provide a clear description of the type of virtual activities youth will be paid for. You will be required to submit specific benchmarks in April.
 - Describe any online platforms that will be used for the hybrid experience. Include the name and type of activities youth will complete via these platforms.

5. Describe your plans for providing the required 12 hours of work readiness training to youth.
 - a. When will it be offered and how long? (e.g. Every Monday from 1-3 pm/2 hours, or 2 days total for 6 hours each day, etc.)
 - b. How will it be offered? (i.e. in-person, virtually, hybrid)
 - c. Who will facilitate the training? (e.g. Program staff, partner name, etc.)
 - d. What content will be provided? (e.g. topics, etc.)
 - e. What curricula and/or resources will be used? (e.g. Skills to Pay the Bills, Empower Your Future, etc.)
 6. Describe your plans for providing mentoring, coaching and supports to youth participants to help ensure a successful summer experience?
 7. What other activities will your program offer youth in addition to the work experience?
 8. 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 & Supports:** Describe your plans for the following.
1. How will you ensure ongoing communications with youth and provide them with support during each phase of the program: 1) Recruitment and Enrollment process, 2) Training and Work Experience and 3) Evaluation.
 2. How will you provide youth with support during their work experiences to ensure their payroll is accurate and submitted timely?
 3. How will you engage youth to ensure retention and successful program completion?
- H. **Youth Retention:** Which of the following strategies do you plan to employ to ensure youth retention throughout the program through completion? Select all that apply.
- ☐ Weekly or Bi-Weekly Youth Check-Ins to assess concerns and continued alignment, and provide support as needed
 - ☐ Weekly or Bi-Weekly Worksite Check-Ins to assess continued alignment, address attendance or behavior concerns, etc.
 - ☐ Provide bi-weekly updates to parents on youth progress (e.g. attendance, behavior, etc.)
 - ☐ Meet with youth and parents to discuss improvement options before dismissal
 - ☐ Provide Youth Awards (e.g. attendance, leadership, etc.)
 - ☐ Provide youth with incentives (e.g. pizza, giveaways, social outings/events, etc.)
 - ☐ Offer opportunities to earn recognized credentials or attend specialized training
 - ☐ Offer employment/advancement opportunities or options to engage in other programming after GDYT
 - ☐ Other: Please specify.
- I. **Staffing Plan:** Be sure to include the following.
- a. What is the expected timeline for onboarding your GDYT staff?
 - b. Describe your process for ensuring that any GDYT staff you onboard later are effectively trained on all program requirements, platforms, and are fully oriented on any previously missed information?

- J. **Schedule:** Tell us what days and hours of the week your program is planning to offer weekly activities.
Example: Our program plans to offer weekly youth activities Monday – Thursday from 9-2 each day.
- K. **Safety:** Which of the following safety measures will you implement during your program? Select all that apply.
- ☐ Ensure that youth have adult supervision 100% of the time
 - ☐ Fire Safety & Evacuation Plan
 - ☐ Practice at least one fire/evacuation drill with youth and staff
 - ☐ Active Shooter Plan
 - ☐ Practice at least one active shooter drill with youth and staff
 - ☐ Provide parents with emergency protocols and staff contact information
 - ☐ Develop & share COVID/Illness Protocol with parents, youth and staff
 - ☐ CPR, First Aid & AED training for staff and youth team leaders
 - ☐ Conduct program staff background checks (e.g. I-Chat, DHHS abuse & neglect, etc.)
 - ☐ Other: Please specify.
- L. **LEAD AGENCIES ONLY - PROGRAM PLAN QUESTIONS**
1. How will your organization utilize the funds from this contract to increase your administrative capacity and successfully implement your summer program?
 2. ***For youth assigned to your lead agency by Connect Detroit***, list the specific actions your agency will take to ensure these youth are contacted and supported to gain a sense of belonging and have a fair chance of actually participating in a summer work experience through your program?
 3. What specific steps will you take to prepare for and ensure all your youth are recruited and enrolled to fulfill your contractual slot allocations? What additional steps, if any, will you take to ensure they complete the program?
 4. For youth timesheets, what specific steps will you take to prepare for and ensure all time entered is based on actual hours youth worked, times are accurate (e.g. am/pm, break times, etc.), and timesheets are properly signed and submitted on time?
 5. What is your plan for ensuring your worksite partners/supervisors remain updated on important communications and program details throughout the program?
 6. Outline the steps you will follow to determine if a youth should be terminated or transferred? Include specifics on any of the following that relate to this process - progressive discipline plan, attendance/behavior policy, parent meetings, utilization of Connect Detroit (e.g. liaison meetings, etc.).

Program Plan Updates

While we expect you to be as thorough as possible in your responses, we understand that every detail of your program may not be solidified at this time. Therefore, please keep in mind that GDYT program partners will be required to submit a detailed Program Plan in April 2026. Partners implementing in-person programs will be required to submit all worksite information.

Partners implementing hybrid programs will be required to submit their program benchmarks at that time. Benchmarks must be submitted according to the instructions provided by Connect Detroit and must include a concise description and clear distinction between in-person and virtual activities. Additionally, partners will need to thoroughly describe how all virtual activities will be monitored and tracked to ensure successful completion. Some partners may be required to attend additional virtual agency planning meetings, as determined by Connect Detroit, to finalize their detailed plans.

Questions

Please submit all questions regarding this Request for Proposals (RFP) in writing to Nicole Hill, Program Director, at nicole@connectdetroit.org.



GDYT Youth Skills and Competencies

APTITUDES & SOFT SKILLS
Appearance: Consistently maintains a professional appearance appropriate to the work setting.
Attitude: Generally positive approach toward co-workers, assignments, and the work place.
Communication – Verbal/Non-Verbal: Speaks clearly, and at the right volume and speed; uses work place appropriate language. Aware of body language and non-verbal cues.
Communication – Written: Clear, organized, with few spelling and/or grammatical errors.
Listening / Comprehension Skills: Able to listen actively; capture ideas, concepts, and instructions; and ask appropriate questions.
Relationships: Maintains cordial, effective, cooperative interactions with co-workers, supervisors, and customers.
Self-Efficacy: Has the ability to speak up and stand up for her/him-self in an appropriate manner.
Willingness to Learn: Able to follow instructions. Can, and is interested in learning new ideas, techniques, skills.
Work-Life Barriers & Balance: Tries to keep private life from affecting work; does not use much time at work addressing personal life issues. (Understands when it's ok to socialize at work, and when it's time to let others concentrate on their work.)
JOB PERFORMANCE SKILLS
Accuracy: Performs and fully completes tasks with few (or no) mistakes.
Adaptability: Can adjust to new work directions, requirements, or staff without loss of efficiency or effectiveness.
Efficiency: Performs tasks in a timely manner, using reasonable effort and resources.
Initiative: Seeks out opportunities to: (a) learn new tasks/skills; (b) help coworkers; (c) take the lead on group tasks.
Problem Solving: Ability to read and follow instructions, reason and think creatively, make appropriate decisions, identify and solve problems, interpret information, ask questions and use problem solving strategies.
Reliability: Can be relied on to be on time, has regular attendance, can meet deadlines.
Response to Supervision: Can accept feedback (criticism) and modifies behavior appropriately.
Responsibility: Demonstrates responsible work and personal behavior.
Teamwork: Capable of working with groups, able to work with diverse backgrounds, maintains productive group relationships, cooperates.
Works Independently: Demonstrates ability to work conscientiously, and completes tasks with minimal supervision.

JOB SEEKING SKILLS
Job Application: Completed with no mistakes, good penmanship, and no missing information.
Resume: Created in a professional manner and can be used in a real job search.
Cover Letter: Created in a professional style that can be used in a real job search.
Interview Techniques: Demonstrates appropriate demeanor and responses, techniques as observed during interview preparation exercises. Asks good job-related questions of the interviewer.
Job Search: Capable of searching for employment using various means.

FINANCIAL LITERACY
Basic Banking
Budgeting and Money Management
Other Relevant Topics



Quality Youth Employment Framework

Connect Detroit will:

- Support partners in all aspects of program oversight and maintain regular communication with partners.
- Provide and facilitate accessible trainings and orientations for GDYT partners.
- Support partners with technical assistance for orientations, registration, payroll, etc.
- Facilitate best-practice sharing opportunities between participating organizations.
- Distribute Non-Financial Worksite Agreement (NFWA) and policies to be followed by participating organizations.
- Provide and coordinate partner surveys, youth appraisals, and youth exit surveys.
- Facilitate incident reporting, including relevant communication with partner representatives and, to the extent necessary, worksite representatives.
- Serve as the Employer of Record for youth participants.

GDYT Program Providers and Lead Agencies will:

- Ensure that the Worksite Coordinator and Supervisor, as well as the youth, have a clear understanding of the essential program components and realistic expectations of the work experience.
- Ensure that all Worksite Coordinators complete the Non-Financial Worksite Agreement (NFWA).
- Maintain consistent and progressive communication with Worksite Coordinator affording opportunities for feedback and debrief.
- Maintain consistent support and youth feedback opportunities during ongoing monitoring and learning/reflection activities.
- Ensure Worksite Coordinator and Supervisor receive orientation/training on program goals, procedures, and Child Labor Laws.
- Follow incident reporting procedure, including immediate contact of a Connect Detroit representative.

Worksite Coordinators* will:

- Complete the Non-Financial Worksite Agreement (NFWA) in conjunction with the provider representative.
- Comply with all aspects of the Non-Financial Worksite Agreement.
- Ensure worksites have at least two adults on site while youth are present.
- Attend a Worksite Orientation prior to youth arrival.
- Ensure youth are provided a safe learning environment that promotes 21st century skill gain.
- Maintain consistent communication with provider.
- Follow incident reporting procedure, including immediate contact of the provider representative.
- When applicable, perform any or all responsibilities of the Worksite Supervisor, most specifically when there is no distinction between the two roles.

Worksite Supervisors* will:

- Comply with all aspects of the Non-Financial Worksite Agreement (NFWA).
- Attend a Worksite Orientation before youth arrival.
- Support youth in setting and maintaining realistic goals and expectations.
- Establish a safe learning environment including activities that promote development of 21st century work-readiness skills and other identified skill sets.
- Facilitate youth debrief and reflection opportunities.
- Complete a work Performance Appraisal for each youth.
- Follow incident reporting procedure, including immediate contact of the Worksite Coordinator.
- When applicable, perform any or all responsibilities of the Worksite Coordinator, most specifically when there is no distinction between the two roles.

Worksites will:

- Display all relevant employment posters including, but not limited to, OSHA, EEO, and Child Labor Law.
- Include all relevant youth safety materials on-site including, but not limited to accessible bathrooms and water fountains, first aid kits, telephones, fire exit routes, and fire extinguishers.

The Youth will be offered:

- A safe, well-rounded, and high-quality work experience in which they can grow professionally through varied learning experiences producing tangible skill gains; an ability to perform self-assessments of professional readiness; and an experience that enables them to discover their career “likes” and “dislikes.”

*Worksite Coordinators and Worksite Supervisors may be the same individual.