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CITY OF DANBURY
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MEMORANDUM

TO: MARK D. BOUGHTON VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DW*
SUBJECT: RESOLUTION-2010 STATE YOUTH EMPLOYMENT GRANT-NRWIB
DATE: 5/24/2010

Attached for your review is a resolution that will allow the City of Danbury to apply for and accept funding from the Northwest Regional Workforce Investment Board(NRWIB) for a State Youth Employment program offered through the State of Connecticut Department of Labor.

This funding will allow the City of Danbury to employ up to 60 student participants from July 1, 2010-September 30, 2010. If awarded, funding will not exceed \$94,286 and there is no City match required.

The City Council is respectfully requested to consider this resolution at its next meeting. Please contact me should you require any additional information.

DWS/sk



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2010

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the Northwest Regional Workforce Investment Board has notified the City of Danbury of a funding opportunity through the State of Connecticut Department of Labor for a Youth Employment Program; and

WHEREAS, this funding will enable the City of Danbury to employ up to 60 student participants for employment during the summer of 2010; and

WHEREAS, this program will engage the participants in work experience including learning daily operations of the assigned workplace, interaction with the public, effective communication and timely attendance at work; and

WHEREAS, this funding will not exceed \$94,286 and is available from July 1, 2010 through September 30, 2010 and requires no City match.

NOW, THEREFORE, BE IT RESOLVED THAT Mark D. Boughton, Mayor of the City of Danbury, is hereby authorized to apply for and accept said funding to sign any contracts or documents in connection therewith to effectuate the purposes of said grant.

The Northwest Regional Workforce Investment Board

Request for Qualifications

State Youth Employment Program 2010 - 2011

Background:

The Northwest Regional Workforce Investment Board (NRWIB) is a private, non-profit serving the employment and training needs of residents and firms in the 41 cities and towns which comprise the Northwest corner of Connecticut. The Board is desirous of seeking qualified vendors to operate the State Youth Employment Program during the summer months beginning no earlier than July 1, 2010 and ending no later than September 30, 2010.

Purpose:

NRWIB is seeking qualified vendors to operate a youth employment program for eligible youth between the ages of 14 and 21. Programs may be work experience or project based in nature that shall start no earlier than July 1, 2010 and end no later than September 30, 2010 for a maximum of 20 hours per week.

Scope of Work:

Qualified vendors need to be able demonstrate the ability to work collaboratively with young people and staff at NRWIB to help area youth succeed in the workplace. This collaboration requires that vendors need to provide youth with either a worthwhile work experience or project based program that meets the basic personal and social needs and builds workplace competencies necessary for successful adolescent and adult life.

Terms and conditions:

All Requests for Qualifications must be submitted to: **The Northwest Regional Workforce Investment Board Inc. Attn: Catherine N. Awwad, Executive Director, 249 Thomaston Ave, Waterbury, CT 06702.** All proposals must be submitted no later than 4:30 PM, June 17, 2010. **Electronic submissions will be accepted and need to be sent to Catherine N. Awwad at: catherine.awwad@nrwib.org**

* The decision to approve and therefore, subsequently implement any and all requests for proposals by this office will carry with it the requirement that **SUBGRANTEES MUST NAME THE NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD AS THE SOURCE OF FUNDING IN ANY AND ALL PUBLICITY DENOTING PROGRAM OPERATIONS.**

Preparations for Request for Qualifications

Programs shall begin no earlier than July 1, 2010 and end no later than September 30, 2010.

Dates for determining eligibility / intake _____ to _____

Program start date: _____ Program end date: _____

Proposed slots: _____

Contact person(s):

Name: _____

Title: _____

Phone: _____

Email: _____

Fax: _____

Hours of work for youth shall be 20 hours per week @ \$8.25 per hour

Please note that 70% of program funding must be dedicated to the wages of the youth

All contractors shall submit a copy of liability insurance to the Board prior to program start date.

All sections noted in this RFQ are required and must be addressed:

Program Abstract:

1. Please describe your basic program design: Please respond to either the work experience or work based learning design.

If your program design is work experience please detail in narrative form the manner in which you intend to provide this service. Also please list the worksites you intend to utilize for the work experience.