



REQUEST FOR APPLICATION (RfA)
Summer Internship Program
School Year 2021–22

RfA Released: April 21, 2021
Final Date to Submit RfA: **May 7, 2021 by 5:00 p.m.**

Purpose

The purpose of the Summer Internship Program is to support New Mexico communities in the cost of internships for current high school students who work at placements in tribal, county, or municipal government.

The federal government has committed funding for a Summer Enrichment program, as part of pandemic relief efforts. Funding is available for summer internships in June - September, 2021 only.

Goals

The goal of this funding is to provide high school students with the opportunity to participate in high-quality internships. Student interns shall work for 20 hours per week, for 6 weeks, in government agencies, including county, tribal, and/or municipal placements.

Eligibility

New Mexico counties and tribal governments are invited to participate. Applicants shall work within their boundaries to ensure solid, high quality student internship placements.

Requirements

1. The applicant shall work with PED to establish criteria to evaluate for student applicants.
2. The applicant shall work with affiliated local governments to place student participants.
3. An adult coordinator shall be employed for 10 weeks, 20 hours per week, \$500 per week. Coordinators shall be subject to a background check if not currently an employee of a local public charter school or school district. Each coordinator will oversee a maximum of 20 interns.
4. The coordinator will collaborate with local government managers requesting interns to develop job descriptions for students.
5. The coordinator will collaborate with staff from their local Workforce Connection Office to evaluate student applicants and determine appropriate placement of students.

6. The coordinator will attend a statewide training to learn expected internship protocols and learning objectives.
7. The coordinator will attend weekly statewide virtual meetings with other coordinators.
8. 20 students per coordinator shall be placed in internships. Local labor laws shall be followed:
<https://www.dws.state.nm.us/Child-Labor>
https://www.dws.state.nm.us/Portals/0/DM/LaborRelations/Working_as_a_Teen.pdf
9. Students will meet with the coordinator to learn employability skills before they begin their internship placement.
10. The applicant shall design placements so that students are exposed to high wage, high-skill, or in-demand careers, as determined by NM Department of Workforce Solutions labor market information.
11. The applicant shall ensure that students are able to arrive at their internships by providing access to transportation as an in-kind contribution.

The application consists of a Contact Information, Narrative, and a Program Budget.

1. Contact Information

- A. What county/tribe do you represent?
- B. What is your name?
- C. What is your title?
- D. What is your email?
- E. What is your phone number?
- F. What is the mailing address of the county/tribe?

RfA Summer Internship Program

What county/tribe do you represent?

What is your name?

What is your title?

What is your email?

What is your phone number?

What is county's/tribe's mailing address?

2. Narrative

The narrative section is where you will explain your vision for the launch of an internship program in your community. You must respond to all three narrative statements that appear in the online questionnaire.

Q1: Provide an explanation of the partner governments that you will involve in the summer internship program. Support your choice with comments about the needs of your students and your community.

The narrative responses should reflect the state, regional and local economic data point regarding specific, in-demand workforce opportunities. Describe how students and coordinators will be compensated and how the applicant will track expenditures for reimbursement.

Q2: Describe how you will ensure that the most at-risk students will have access to the internship program via engagement strategies.

Student engagement strategies should be broadly considered in advance of submitting this application. This will ensure adequate student participation and also ensure that opportunities will be available to students who are at high risk of not completing high school.

Q3: Describe how you will ensure that students will be exposed to jobs that are high wage, high-skill, or in-demand.

The internship program is designed to provide real-world experiences that expand student application of academic, technical and employability skills in a work setting. Students should be exposed to a variety of tasks and managers so that they have a comprehensive understanding of the work of the agency.

Q4: Who will run your program? Describe how you will ensure that students will be receiving an educational experience.

Adult coordinators can be currently licensed educators or other experienced youth providers. Coordinators will be compensated by the applicant. Background checks are required.

The image shows a screenshot of a questionnaire titled "RfA Summer Internship Program". The form is set against a dark green background with a light green header. It contains three text input fields, each with a question above it and a small explanatory note below it. The first question asks for an explanation of partner governments and community needs. The second question asks about ensuring access for at-risk students through engagement strategies. The third question asks about ensuring exposure to high-wage, high-skill, or in-demand jobs.

RfA Summer Internship Program

Provide an explanation of the partner governments that you will involve in the summer internship program. Support your choice with comments about the needs of your community.

The narrative responses should reflect the state, regional and local economic data point regarding specific, in-demand workforce opportunities. Describe how students and coordinators will be compensated and how the applicant will track the expenditures for reimbursement.

Describe how you will ensure that the most at-risk students will have access to the internship program via engagement strategies.

Student engagement strategies should be broadly considered in advance of submitting this application. This will ensure adequate student participation and also ensure that opportunities will be available to students who are at high risk of not completing high school.

Describe how you will ensure that students will be exposed to jobs that are high wage, high-skill, or in-demand.

3. Program Budget

In this section, you will enter several variables to determine the budget.

- A. Regional minimum wage: the default is \$10.50 per hour. You may adjust it if your minimum wage is higher.
- B. Number of adult coordinators expected to participate in the program: Refer to appendix A for the maximum allowable number of students under each coordinator.
- C. Expected benefit percentage for adults: The default is 30% above salary for adult benefits. You may adjust this percentage if your benefits load is different.
- D. How many total students can you serve: Refer to appendix A for the maximum allowable number of students. You may enter this number or a lower number. Please note that students should be in multiples of 20 to maximize coverage of students per coordinator.
- E. Request for additional student budget: If funds permit, how many additional students could you manage?

The budget will auto populate the remaining figures. It will assume a salary load of 15% for student wages and a student to coordinator ratio of 20 to 1.

If you need to discuss your plan in greater detail, contact the College and Career Readiness Bureau.

Please see Appendix A for maximum number of students to be funded, per applicant.

Once you have reviewed all the budget fields, click the SUBMIT button.

The screenshot shows a web form titled "RfA Summer Internship Program" with a green header. The form contains several input fields with labels and instructions:

- What is the minimum wage in your area (\$/hour)?**: Input field with "10.5" entered.
- How many adult coordinators will be participating in the program?**: Empty input field.
- What is the expected benefit percentage for adult coordinators (default is 30% above salary)?**: Input field with "0.3" entered. Below it, a note says "If 30%, enter as 0.3. If 25%, enter as 0.25."
- How many total students will be participating in the program?**: Empty input field.
- Request for additional student funding**: Empty input field. Below it, a note says "Enter 0 if not applicable."
- If you are requesting additional student funding, please provide an explanation:**: Empty input field.

4. Submission Process

The application is complete once all of the above described sections are complete. Click [SUBMIT Application](#) at the bottom of the form.

Final steps:

1. Print a hard-copy of your application for your records (this will be your only opportunity).
2. You will receive a confirmation email when the application has been successfully submitted.

Please note: you will have the ability to save and continue later. However, we highly encourage you to finish in one sitting.

NM PED College & Career Readiness Bureau

Contact Information

Marc Duske, Special Projects Manager, 505-490-7804

Jaime Hernandez, Youth Work-Based Learning Coordinator, 505-250-2668

Elaine Perea, PhD, College and Career Readiness Director, 505-469-3475

APPENDIX A

PLANNING AWARD AMOUNTS FOR SUMMER ENRICHMENT PROGRAM

County	Number of Adults	Number of Students	Estimated Award Amount
Hardy and Union Counties	1	20	35,480.00
De Baca County	1	20	35,480.00
Catron County	1	20	35,480.00
Hidalgo County	1	20	35,480.00
Guadalupe County	1	20	35,480.00
Mora County	1	20	35,480.00
Quay County	1	20	35,480.00
Sierra County	2	40	70,960.00
Colfax County	2	40	70,960.00
Torrance County	2	40	70,960.00
Socorro County	2	40	70,960.00
Roosevelt County	3	60	106,440.00
Los Alamos County	3	60	106,440.00
Lincoln County	3	60	106,440.00
Luna County	3	60	106,440.00
Cibola County	4	80	141,920.00
Grant County	4	80	141,920.00
San Miguel County	4	80	141,920.00
Taos County	4	80	141,920.00
Rio Arriba County	5	100	177,400.00
Curry County	6	120	212,880.00
Eddy County	7	140	248,360.00
Chaves County	8	160	283,840.00
Otero County	8	160	283,840.00
Lea County	9	180	319,320.00
McKinley County	9	180	319,320.00
Valencia County	10	200	354,800.00
San Juan County	15	300	532,200.00
Sandoval County	18	360	638,640.00
Santa Fe County	18	360	638,640.00
Doña Ana County	26	520	922,480.00
Bernalillo County	77	1,540	2,731,960.00
Pueblo Nations grouping	8	160	283,840.00
Navajo Nation grouping	8	160	283,840.00
Apache Nation grouping	4	80	141,920.00
	279	5,580	9,898,920.00