



REQUEST FOR APPLICATION (RfA) Summer Enrichment Internship Program Summer 2022 - Fiscal Year 2023

RfA Released: Monday, February 21, 2022
Final Date to Submit RfA: Friday, March 18, 2022 by 5:00 p.m.

Purpose

The purpose of the Summer Enrichment Internship Program is to support New Mexico communities in the cost of internships for current high school students who work in placements coordinated by 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 May - September, 2022 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 6-10 weeks, in placements at government agencies, including county, tribal, and municipal sites along with their internship partners.

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 coordinate 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 and partner organizations 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
<https://www.dws.state.nm.us/Portals/0/DM/LaborRelations/Work%20Permit%20Certificate%202020%20Form.pdf>
9. Students will meet with the coordinator to learn employability skills before they begin their internship placement.
10. Students will attend a statewide training to learn internship protocols and employability skills.
11. 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.
12. The applicant shall work to coordinate student 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?

The image shows a screenshot of a web-based application form titled "RfA Summer Internship Program". The form is set against a dark green background with a light green header. It contains several input fields for contact information, each preceded by a label and a red asterisk indicating a required field. The labels are: "What county/tribe do you represent?", "What is your name?", "What is your title?", "What is your email?", "What is your phone number?", and "What is county's/tribe's mailing address?". The phone number field includes a dropdown menu for the country code, currently showing "(202) 555-0123".

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 organizations 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 state, regional and local economic data 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 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 or organization.

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 for adult coordinators*.

The image shows a screenshot of a web form titled "RfA Summer Internship Program". The form is set against a dark green background with a light green header. It contains three visible text input areas, each preceded by a question in italics. The first question asks for an explanation of partner organizations and community needs. The second question asks how to ensure access for at-risk students through engagement strategies. The third question asks how to ensure exposure to high-wage, high-skill, or in-demand jobs. Each question is followed by a large, empty text box for the response.

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. Intern minimum wage is \$12.00 per hour. If your regional minimum wage is higher, you may use the higher wage.
- 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? Evaluate the need for Personal Protective Equipment (PPE).

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" in a green header. The form is set against a dark green background. It contains several input fields with labels and instructions:

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

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

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