

**EMPIRE STATE DEVELOPMENT CORPORATION
REQUEST FOR PROPOSALS**

Young Leaders Congress Initiatives

I. INTRODUCTION

The Empire State Development Corporation (“ESDC”), in consultation with the Young Leaders Congress (“YLC”), invites proposals for a Program Administrator to administer the YLC’s Initiatives (the “Initiatives”). These Initiatives will act as foundational programs to address New York State’s (the “State”) net loss of young people, and to make New York State a more attractive place to live, work, raise a family and start a business.

Proposals should conform to the format and content specified in this Request for Proposals (“RFP”).

Proposals for funding **MUST BE RECEIVED** by ESDC by **12:00 p.m. on Monday, March 15, 2010**. Applicants, not delivery services or other intermediaries, are responsible for the timely submission of proposals. Faxed and e-mailed proposals will not be accepted. Envelopes should be clearly marked: “RFP- Young Leaders Congress Initiatives.”

Six (6) copies of each proposal and (1) copy on disk must be submitted, and all questions about requirements contained in this RFP **must be submitted in writing** (fax or e-mail will be accepted) to:

Jill Wolfeld
Loans & Grants
Empire State Development Corporation
633 Third Avenue, 36th Floor
New York, New York 10017
Fax: (212)803-3925
jwolfeld@empire.state.ny.us

All questions must be submitted to **Jill Wolfeld by March 1, 2010**. Applicants should note that all clarifications are to be resolved prior to the submission of a proposal. A list of questions about the program which are received from potential applicants, and answers to those questions, as well as any changes, additions or deletions to the RFP, will be posted on ESDC’s Web site, www.empire.state.ny.us, along with the electronic version of this RFP. Applicants are urged to check ESDC’s Web site frequently for notices of any changes, additions or deletions to the RFP. If you are unable to access the Web site, please contact Jill Wolfeld to arrange for alternate delivery. All questions and answers shall become a formal addendum to the RFP.

II. PROGRAM DESCRIPTION

The New York State Young Leaders Congress Initiatives are an innovative program administered jointly by ESDC and the Young Leaders Congress, providing assistance in the form of grants to examine and address/reverse the exodus of the 21-34 year-old demographic (the “brain drain”) from New York State, with a particular emphasis on Upstate, where the demographic decline is significantly higher.

The Initiative was created to further the mission of the I Live New York campaign, where the YLC was formed. This group is comprised of State-appointed young leaders from across New York who are dedicated and passionate about finding creative solutions to address the State’s net loss of young people, and to make New York State a more attractive place to live, work, raise a family, and start a business.

ESDC is currently seeking proposals for a YLC Program Administrator, who will contract with ESDC and would operate under the direction of the YLC to provide the following services:

[Initiative #1] Jobs and Internship Portal: The Program Administrator will be responsible for maintaining the Jobs and Internship Portal initially being developed by the Metropolitan Development Association of Syracuse and Central New York (the “MDA”). When completed, the Web-based portal, housed for the first year at the MDA, will assist businesses in New York State attract talented young professionals to opportunities across the State. The portal will allow New York State businesses to reach new audiences and will serve as a tool to market the region by simultaneously advertising job openings while promoting social networks, social and cultural activities and transplant support services. As part of the agreement with ESDC, the Program Administrator will be required to maintain all aspects of the site for the duration of its agreement with ESD.

[Initiative #2] YPO Start-Up Program: The selected Program Administrator will be required to administer the *YPO Start-Up Program*. As part of its agreement with ESD, the Program Administrator will be required to provide or find sources within the YLC for technical and management assistance to local young professional organizations (“YPO”). The Program Administrator will establish an online resource to support these efforts. It is expected that with the Program Administrator’s assistance, YPOs will be created across the State and the mission of existing ones will be enhanced. The YPO Start-Up Program is intended to help establish and grow young professional organizations in their local areas by promoting idea and information sharing, as well as build upon community support. The *YPO Start-Up Program* will strengthen the young professional community in New York State by encouraging young professional organizations from across Upstate and Downstate to leverage each others’ strengths and assets. The goals of this program are to serve as a catalyst for the creation of YPOs across the State, to enhance existing organizations and to foster new initiatives building on collaboration and best practices with an focus on management, leadership, strategy, administration, program development and implementation, partnerships and collaboration, networking, and communication.

[Initiative #3] Livable Communities Capacity Grant Program: The selected Program Administrator will manage the Capacity Grant Program. In consultation with members of the YLC and ESDC, the Program Administrator will develop program criteria and manage a grant program consisting of a portion of the ESDC funds awarded pursuant to this RFP, to assist YPO’s in developing and implementing programs that will have a significant impact on the quality of life and the revitalization of the State’s downtown cores. Programs could include entrepreneurship, regional marketing, adaptive re-use, expansion of green space, public arts and culture programs, civic engagement, hosting conversations, panel discussions, summits, and volunteerism.

III. FUNDING

- A. Available Funding: There is a total of \$62,000 in New York State funds available to the Program Administrator to use for eligible project costs and to cover costs associated with administrating the program.

New York State funds will also be available to the Program Administrator to cover costs associated with administrating the program. Administrative expenses will be reimbursed based upon actual expenses incurred. In no event shall the administrative costs exceed 10 % of the total amount awarded to the Program Administrator.

B. Matching Requirements:

1. The Program Administrator will be required to raise additional funds to supplement the \$62,000 in New York State funds. The amount of additional assistance proposed to be raised by the Program Administrator, and a demonstrated ability to raise those funds, shall be a significant factor in the selection process.
2. Matching funds must be raised within one (1) year beginning with the date of an executed contract between ESDC and the Program Administrator.
3. The Program Administrator will provide quarterly reports detailing program progress, including the source and amount of match leveraged.
4. If the Program Administrator fails to raise the amount of private matching funds specified, the Program Administrator may be liable to repay a pro-rated amount of the grant based upon the actual amount of matching funds raised.
5. Matching may be provided by the applicant or other supporter of an eligible project.
6. Other New York State funds will not be considered as applicant match.

IV. APPLICANT ELIGIBILITY

A. Eligibility Requirements: To be eligible to receive grant proceeds from ESDC, an applicant organization must:

1. be legally able to receive and use the proceeds as herein stated on the date of grant approval by ESDC's Directors, and on the dates of all disbursements of ESDC funds;
2. meet any other requirements herein stated for the specific purpose of the grant; and
3. be current with reporting requirements for any other ESDC assistance.

B. Grant Amount:

The total available program funds shall not exceed \$ 62,000. ESDC reserves the right to select one or more Program Administrator(s) to manage the Initiatives depending upon the number and quality of proposals received and other considerations set forth in this RFP. The project period will generally be one year.

C. Use of Funds:

ESDC will establish reporting requirements to account for the utilization of grant proceeds. The grant is to be used only for the purposes stated in the organization's proposal or otherwise approved, in writing, by ESDC.

All activities generated by funding from ESDC, or toward which ESDC grant proceeds are used, shall be conducted according to the standard business practices of the recipient organization and any agreements with ESDC.

V. PROGRAM REQUIREMENTS

The Program Administrator will be required to enter into a contract with ESDC that will include, at a minimum, the following program requirements:

- A. The Program Administrator, in conjunction with ESDC, will establish and produce the guidelines for the YLC Initiatives. ESDC must, in writing, approve the guidelines prior to any funds being granted. The Program Administrator shall notify and obtain written approval of any subsequent changes to the guidelines. The guidelines will include among other things:
1. application and approval process;
 2. project eligibility. Eligible applicants shall include a for-profit business enterprise (corporation, limited liability company, sole proprietor, cooperative or partnership) or a non-for-profit organization;
 3. evaluation criteria;
 4. minimum and maximum awards per project and per grantee; and
 5. reporting requirements.
- B. The Program Administrator will review applications to determine whether the proposed project is financially viable and demonstrates the following:
1. makes a positive impact on the local economy;
 2. advances regional efforts to attract and retain young talent;
 3. promotes community development by working in conjunction with other programs;
 4. fosters artistic and cultural events; and
 5. encourages opportunities for civic engagement and community service.
- C. The Program Administrator will be required to partner with YPOs across the State. The YPOs will be responsible for, at a minimum, analyzing market opportunities in underserved areas, recruit market operators and developers, explain the fund and funding criteria, and pre-qualify the application (on non-financial criteria).
- D. The Program Administrator will, at a minimum, process grant applications, and make final approvals, administer disbursements and repayments, and manage grant portfolio.
- E. The Program Administrator will be required to raise additional capital to match the \$ 62,000 in New York State funds. Matching funds must be raised within one (1) year beginning with the date of an executed contract between ESDC and the Program Administrator. The Program Administrator will provide quarterly reports detailing the source and amount of match leveraged.
- F. The Program Administrator will provide ESDC with quarterly reports detailing grant funds awarded to eligible applicants/projects. The report will include for each project at a minimum: the name of the grantee, complete sources and uses of project funds that will include matching funds and program funds, amount of funding approved, the location of the project, and the estimated number of young professionals impacted. The report will also include a list of proposed projects in the pipeline and status of current outstanding grants made with program funds.
- G. The Program Administrator will administer funds with the following guidelines in mind:

Jobs and Internship Portal*

- Program Administrator will create a Web-based portal/ database to provide information to users/ site visitors related to jobs and internships and access to key Web pages relating to the specific region. Each region can be accessed/determined via a “click through” map linked to regional pages that include art work specific to its location/region;
- The Project Administrator will work in conjunction with the Regional Ambassadors, who are members of the YLC or an existing regional YPO and the MDA to complete maintenance activities as the site is housed on its server;
- The database must provide the user with the ability to query in categories such as region, key jobs, industry clusters, and zip codes of interest;

- The database must allow for updates to be made regularly based on new trends and changes in regions;
- Database and server must be able to support multiple users; and
- System must be able to be backed up.

*Please note that \$28,000 has already been allocated to the MDA to develop the Regional Jobs and Internship Portal.

YPO Start-Up Program

- Program Administrator will develop and administer a program to strengthen the young professional community within New York State;
- Program Administrator will develop this program in consultation with the YLC;
- Program Administrator will provide staff dedicated to this initiative; and
- The program will provide planning for meetings, conference calls and collaboration.

Livable Communities Capacity Grant Program

- Program Administrator will identify, facilitate and coordinate regional community partners and young professional groups to create programs that will have a significant impact on a particular region through financial support; and
- Program Administrator will provide planning for meeting and conference calls.

VI. PROJECT DURATION

The project should be completed within one (1) year of the full execution of a contract between the Program Administrator and ESDC except to the extent that funds remain.

VII. PROGRAM FUNDS

A. Eligible costs for program funds

Program funds awarded under the Initiative may be used for purposes directly related to the Initiative.

B. Ineligible costs for program funds

Program funds may NOT be awarded under the Initiative for any of the following purposes

1. Indirect and overhead expenses
2. Reimbursement for activities in the normal course of the applicant's operation
3. Cost of preparing proposals
4. Project costs incurred prior to the date of announcement of awards

C. Eligible costs for matching funds requirement

The following may be included in the Program Administrator's matching requirement:

1. Administrative Expenses, including, but not limited to, salaries and wages, travel (at state government rates), advertising and promotion, Web site server hosting, communications (telephone, postage, printing, etc.) All Administrative Expenses must be directly related to an Initiative.

D. Ineligible costs to meet match requirements

The following may NOT be included in the Program Administrator's matching requirement:

1. Indirect and overhead expenses not related to the Initiative
2. Reimbursement for activities in the normal course of the applicant's operation

3. Cost of preparing proposals
4. Project costs incurred prior to the date of announcement of awards

VIII. EVALUATION

A. Proposed Format

Submit proposals using the attached Application Forms.

General Instructions for Completing the Application Forms

1. Provide all information requested in the application form. Failure to complete all parts and answer all questions may result in a reduced rating or disqualification of the proposal.
2. Type or print legibly.
3. Submit six (6) copies of the proposal.
4. Staple each copy of the proposal in the upper left hand corner of the Application. Do not use binders, folders, report covers, etc.
5. Identify all pages of the Application in numerical order.
6. Attach all required supporting documents at the end of the Application Form.

B. Evaluation Criteria

Consideration will be given to the following factors in rating proposals:

1. Completeness of the proposal, including submission of the following:
 - a. A detailed project description, including a detailed budget showing funding sources and uses, and a description of the specific goals to be achieved as a direct result of ESDC funding during the project period. These goals should be realistic and achievable based on the applicant's knowledge and experience in working with young professional organizations, government entities, economic development agencies, businesses, and non-profit organizations. ESDC's awards will be largely based on the applicant's demonstrated record and its potential effectiveness in meeting or surpassing its goals.
 - b. A documented history of working with young professionals and young professional organizations.
 - c. Complete annual audited financial statements for the past three years, including draft internal statements or the most recent interim statements if the most recent annual audited statements are more than 90 days old.
2. Ability to recognize cultural and economic distinctions among geographic regions across the state with respect to resource allocation.
3. The applicant's resources and abilities to provide statewide outreach and develop a statewide presence.
4. Reasonableness and feasibility of the proposal and the plan to carry out the project.
5. Qualifications of key personnel to conduct the work to be performed.
6. Degree to which the project deliverables are clearly defined.
7. Reasonableness of the cost relative to the work to be performed.
8. Extent to which the Program Administrator provides additional funding to leverage ESDC funds.
9. The applicant's operating budget and institutional capacity for using grant funds effectively.

C. Pre-Bid Conference

1. All interested applicants are invited to a pre-bid conference call tentatively scheduled on March 3, 2010. Please call (212)803-3659 if you plan on attending.
2. Qualifying finalists may be contacted and asked for an interview. At ESDC's discretion, the presentation will be held at our New York or Albany offices. Key managerial personnel directly responsible for the project must attend the presentation. The purpose of the presentation is to provide the ESDC's Review Committee with the opportunity to obtain a thorough understanding of:
 - the extent of the firm's knowledge of the RFP subject matter and the firm's understanding of the project requirements; and
 - whether the methods and resources used by the firm are necessary, cost effective and appropriate.

The interview will also allow the bidders to elaborate on information included in the firms' proposals.

IX. AWARDS

All eligible proposals will be graded according to the stated criteria in the RFP and the scores assigned by each evaluator to a proposal will be averaged and ranked in order. Funds will be awarded to the highest score achieved by an eligible applicant.

Funding shall not exceed \$62,000. A contract defining all terms and conditions and responsibilities of the successful applicant shall be developed by ESDC subsequent to the awarding of funds. The contract will incorporate the project description, and a budget approved by ESDC, among its provisions.

ESDC will send written notice to each applicant of its funding decisions. Grant funds will be disbursed in multiple installments throughout the course of the contract term. The initial installment shall be made only after the contract is fully executed, i.e., has been signed by all involved parties and program guidelines are approved by ESDC.

X. LIABILITY

ESDC shall not be held liable for any costs incurred by any party for work performed in the preparation of and production of a proposal or for any work performed prior to the formal execution of a contract.

XI. OTHER CONSIDERATIONS

The ESDC reserves the right to:

- reject any or all proposals received with respect to this RFP;
- waive or modify irregularities in proposals received after prior notification and concurrence of the applicant;
- utilize any or all ideas submitted in the proposals received unless those ideas are covered by legal patent or proprietary rights;
- request from an applicant additional information as deemed necessary to more fully evaluate its proposal;
- amend the program's specifications after their release, with appropriate written notice to all potential applicants by posting amendments on ESDC's Web site (www.empire.state.ny.us) with the RFP;
- select only certain portions of proposals for State funding;
- select more than one Program Administrator to manage the Initiative;
- make all final decisions with respect to the amount of State funding and the timing of payments to be provided to an applicant;
- require a good faith effort on the part of a contractor to work with ESDC subsequent to project completion to develop or implement the project results in New York State;
- ESDC and the Office of the State Comptroller reserve the right to audit the applicant's books and records relating to the performance of the project during and up to six years after the completion of the project; and
- all proposals submitted in response to this RFP will become the property of ESDC.

XII. LEGAL COMPLIANCE

A. Non-Discrimination and Affirmative Action:

It is the policy of the State of New York, and the ESDC, to comply with all federal, State and local laws, policies, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action in working with contracting parties to ensure that New York State Business Enterprises, Minority and Women-owned Business Enterprises (“M\WBEs”), Minority Group Members and women share in the economic opportunities generated by ESDC’s participation in projects or initiatives, and/or the use of ESDC funds. ESDC’s non-discrimination and affirmative action policy will apply to this Initiative. Selected grantees shall be required to use good faith efforts to provide for the meaningful participation of M\WBEs, Minority Group Members and women in the execution of this contract. A copy of each respondent’s equal employment opportunity policy statement shall be included as part of the response to the RFP.

B. Freedom of Information Law

All proposals submitted and all related contracts and reports will be the property of ESDC and may be subject to disclosure under the Freedom of Information Law., New York State Public Officers Law, §84, et. seq.

C. State Tax Law Section 5-a

Any contract resulting from this solicitation is also subject to the requirements of State Tax Law Section 5-a (“STL 5-a”). STL 5-a prohibits ESDC from approving any such contract with any entity if that entity or any of its affiliates, subcontractors or affiliates of any subcontractor makes sales within New York State of tangible personal property or taxable services having a value over \$300,000 and is not registered for sales and compensating use tax purposes. To comply with STL 5-a, all respondents to this solicitation must include in their responses a properly completed Form ST-220, a copy of which is accessible at the Required Forms for Vendors link at the ESDC web site. Also in accordance with the requirements of STL 5-a, any contract resulting from this solicitation will require periodic updating of the certifications contained in Form ST-220. Solicitation responses that do not include a properly completed ST-220 will be considered incomplete and non-responsive and will not be considered for contract award. Only the prime consultant completes *Form ST 220*, but Schedule A to *Form ST 220* requires detailed information from the subconsultants, such as tax ID number, etc., if applicable. Moreover, if applicable, certificates of authority must be attached by the prime consultant and all the subconsultants.

D. New York State Finance Law

State Finance Law Sections 139-j and 139-k (collectively, the “Procurement Requirements”) apply to this RFP. These Procurement Requirements (1) govern permissible communications between potential respondents and ESDC or other involved governmental entities with respect to this RFP; (2) provide for increased disclosure in the public procurement process through identification of persons or organizations whose function is to influence procurement contracts, public works agreements and real property transactions; and (3) establish sanctions for knowing and willful violations of the provisions of the Procurement Requirements, including disqualification from eligibility for an award of any contract pursuant to this RFP. Compliance with the Procurement Requirements requires that (x) all communications regarding this RFP, from the time of its issuance through final award and execution of any resulting contract (the “Restricted Period”), be conducted only with the designated contact persons listed below; (y) the completion by respondents of the Offerer Disclosure of Prior Non-Responsibility Determinations, and the Offerer’s Affirmation of Understanding of and Agreement pursuant to State Finance Law (each form is accessible at the Required Forms for Vendors link at the ESD web site under “RFPs/RFQs”); and (z) periodic updating of such forms during the term of any contract resulting from

this RFP. Respondents must submit the Offerer Disclosure of Prior Non-Responsibility Determinations, and the Offerer's Affirmation of Understanding of and Agreement pursuant to State Finance Law as part of their proposal.

The Procurement Requirements also require ESDC staff to obtain and report certain information when contacted by prospective bidders during the restricted period, make a determination of the responsibility of bidders and make all such information publicly available in accordance with applicable law. If a prospective bidder is found to have knowingly and willfully violated the State Finance Law provisions, that prospective bidder and its subsidiaries, related or successor entities will be determined to be a non-responsible bidder and will not be awarded any contract issued pursuant to this solicitation. In addition, two such findings of non-responsibility within a four-year period can result in debarment from obtaining any New York State governmental procurement contract.

For the purpose of compliance with State Finance Law Sections 139-j, **contacts with Jill Wolfeld, Program Manager, are considered permissible.**

This is not a complete presentation of the provisions of the Procurement Requirements. A copy of State Finance Law Sections 139-j and 139-k can be found at:

<http://www.ogs.state.ny.us/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>

All potential Respondents are solely responsible for full compliance with the Procurement Requirements.

XIII. APPENDICES

1. Exhibit A: Cover Sheet
2. Exhibit B: Proposal Summary
3. Exhibit C: Submission Requirements
4. Exhibit D: Project Description
5. Exhibit E: Project Budget

EXHIBIT A: COVER SHEET

Please provide all requested information in Fields Below

ESDC Young Leaders Congress Initiatives

Legal Name of Applicant (include d/b/a):

Street Address (not P.O. Box):

City: State: Zip: County:

Phone: Fax: Web site: e-mail:

Executive Director/President:

Contact name, title and telephone number for this proposal:

Federal taxpayer I.D./Charity Reg. # (non-profits only):

NYS State Unemployment Insurance Tax Number:

Parent Organization Name (if applicable):

Street Address (not P.O. Box):

City: State: Zip: County:

Form of Organization (i.e. Not-for-Profit):

Total Grant Requested: \$ _____

Proposed Use of ESDC Funding:

Jobs and Internship Portal (see RFP for details on restrictions)

\$

YPO Start-Up Program (see RFP for details on restrictions)

\$

Livable Communities Capacity Grant

\$

Administrative Costs not to exceed 10% (see RFP for details on restrictions)

\$

Is the organization currently seeking any other New York State assistance? Yes No

Has the organization applied for or received prior New York State funding in the last five years? Yes No

If the answer to any of the above questions is "Yes", attach a page to this sheet and describe each project, including dates, purpose, type and amount of funding requested/provided, and identify the agency, including ESDC, from which funding was or is being sought.

ESDC is requesting the assistance of the applicants to encourage potential clients to complete the Ethnicity and Gender Confirmation form to ensure legitimacy of ethnicity and to maintain continuity with State MWBE eligibility requirements. (see attachment No. 1: Ethnicity and Gender Confirmation for details)

EXHIBIT B: PROPOSAL SUMMARY

Organizational Summary:

1. Organization Name: _____
2. Fiscal Year 2010-2011 Operating Budget: \$_____
3. Program staff size: _____

Summary of Proposed Goals:

1. Project Period (circle one): One Year or Other (describe)_____
From: _____ to _____
2. Projected # of applicants to receive grant assistance as a direct result of ESDC grant funding:_____
3. Projected average grant to applicants as a direct result of ESDC grant funding:
\$_____

EXHIBIT C: SUBMISSION REQUIREMENTS

ESDC Young Leaders Congress Initiatives

Submit the following:

1. Organization Information

a. General: Describe the following (you may also attach a business plan, annual report, etc.):

- i) The organization's mission and history.
- ii) The geographic service area and/or targeted populations served by the organization.
- iii) The types of products and services offered.
- iv) The organization's marketing strategy and coordination with other community-based organizations.
- v) The management capacity/professional experience of key staff referenced in Section V. Program Requirements (refer to attached resumes as appropriate).
- vi) A description of the organization's current products.

b. Grant Activity: Provide the following information:

- i) Describe the organization's experience, if any, with making and monitoring grants.
- ii) Explain how the organization intends to award grants. Include the following:
 - (a) The process and reasoning the organization will implement for awarding a grant;
 - (b) Describe the criteria that will be used for awarding grants; and
 - (c) Describe the process the organization will use to determine whether there is a financing gap necessitating a grant award.

2. Project Activities, Results, and Implementation

Describe in detail how a grant from the ESDC Young Leaders Congress Initiatives would be used:

a. Describe the specific activities that will be undertaken and funded through the project.

- i) Describe in detail the nature of the assistance to be provided, the target community for which funds will be used, describe the systems in place to market and deliver these services. Describe the overall assistance program as well as the specific ways in which ESDC grant funds will be used and criteria that will be used for awarding grants for Initiative purposes.
- ii) Discuss the need and level of demand for these activities in the target community.

- iii) Identify the reasons that your organization requires grant assistance in order to undertake these activities.
 - iv) Identify any other entities involved in the project (other community development organizations; units of local, state or federal government, etc.), and describe the nature of their involvement.
 - v) Discuss the organization's experience with respect to any similar program involvement.
- b. List the specific goals that the organization will achieve as a direct result of the requested grant funding, and provide a timeline for the project.**
- i) Include the measurable outcomes (number and type of beneficiaries, number of grants made, etc.) and the economic impact to be achieved as a direct result of ESDC grant funding. These goals should be realistic and achievable based on the applicant's experience in operation. The proposed goals should reflect only the funding being requested. Applicants may also describe goals for the organization as a whole and the ways that ESDC's grant funds would contribute to the attainment of these broader goals.
 - ii) Describe how these goals compare to the organization's achievements in the past three years (i.e. do these goals represent increased activity, decreased activity, no change, etc...)
- c. Provide a detailed budget for the project (see attached example Exhibit D).**
- i) Include funding sources, personal service costs (with job title and description), consultant fees (identify consultant if known), and a breakdown of all other costs.
 - ii) Describe the ways that ESDC's grant funds would leverage other revenue sources.
- d. Proposed guidelines for the administering the program.** The selected Program Administrator will be required to develop detailed program guidelines subject to approval of ESDC, prior to the award of any grant. For the purposes of this proposal, describe in general the proposed content for the guidelines.

3. Attachments:

Please attach the following:

- a. Audited annual financial statements for 2007, 2008 and 2009.
- b. A copy of the operating budget for 2010, including all projected sources of revenue and all items of expense.
- c. Résumés of key personnel.

EXHIBIT D: PROJECT DESCRIPTION

The below Task Descriptions are **only EXAMPLES** of possible activities and anticipated dates of completion. Applicants must use detailed language that describes the proposed activities.

****Identified goals should reflect the direct result of grant funding.****

Organization Name

TASKS and TIMELINE

Include detailed task descriptions. Include dates of completion for each task.

Task #	Task Description	Anticipated date of completion
	Contract Award	April 15, 2010
1	Program Guidelines Approved by ESDC	April 30, 2010
2	Award \$_____ in grants for the Livable Communities Capacity Grant	May 15, 2010
3	Award \$_____ in grants for the YPO Start-Up Program	May 30, 2010
4	Launch Jobs and Internship Portal	May 30, 2010
	Project Completion Date	December 31, 2010

EXHIBIT E: PROJECT BUDGET

The below Uses are **only EXAMPLES** of possible uses of funds. Applicants must use language that describes the proposed uses.

Organization Name

ESDC Eligible Expenses	
SOURCES	AMOUNT
ESDC Grant	\$
Operating Revenue	\$
Other Sources	\$
TOTAL Sources	\$
USES	
Grants	\$
YPO Start-Up	\$
Jobs and Internship Portal	\$
Livable Communities Capacity Grant	\$
Administrative Costs (not to exceed 10% of request)	\$
Other	\$
TOTAL Uses:	\$

Note: Certain restrictions apply to the use of ESDC funds for payment of travel expenses.

YLC Proposal Checklist

	Name	Page(s)
<input type="checkbox"/>	Exhibit A: Cover Sheet (use the RFP template)	10
<input type="checkbox"/>	Exhibit B: Proposal Summary (use the RFP template)	11
<input type="checkbox"/>	Proposal (Based on Exhibit C: Submission Requirements) <i>Please submit a complete proposal narrative, including the following frequently missed items (where applicable):</i>	12
▪	A description of capital on hand	
▪	A detailed demand analysis	
	Attachments:	11
<input type="checkbox"/>	If previously received ESD funds, please include Exhibit B, G-3 and current status of each grant	
<input type="checkbox"/>	Audited Financial Statements for the years 2007-2009	
<input type="checkbox"/>	Operating Budget for 2010	
<input type="checkbox"/>	Resumes	
<input type="checkbox"/>	Letters of Recommendation	
<input type="checkbox"/>	State Tax Law Section 220 Form	
<input type="checkbox"/>	State Finance Law 139-j & 139-k Forms	
<input type="checkbox"/>	Exhibit D: Project Description (follow the RFP EXAMPLE)	14
<input type="checkbox"/>	Exhibit E: Project Budget (follow the RFP EXAMPLE)	15