



**Tanana Chiefs Conference
Employment & Training Youth Services
Request for Proposal
2025 Summer Work Experience**

ISSUED BY: Tanana Chiefs Conference
Education & Indigenous Learning Program
122 First Avenue, Suite 600
Fairbanks, Alaska 997001

Toll Free: 1-800-478-6822 ext. 3049
Local: (907) 452-8251 ext. 3049
Fax: (907) 459-3885
Email: syep@tananachiefs.org

ISSUED TO: Tanana Chiefs Conference Region - Tribal offices

PURPOSE: To request proposals for the TCC Summer Youth Employment Program under the P.L. 102-477 and Workforce Investment Opportunity Act (WIOA) for the year 2025.

The TCC Summer Youth Employment Program (SYEP) provides Alaska Native/American Indian youth, who are 14 through 21 years of age, with jobs that emphasize the learning of real job skills. The attainment of these skills will help them achieve their maximum employment potential in the future.

SOLICITATION: All responses to this RFP must be submitted on the Proposal Packet forms included in this package.

PERIOD OF PERFORMANCE: *June 1, 2025 through August 31, 2025 (8 weeks maximum work experience and contingent upon funding)*

DATE OF ISSUE: March 7, 2025

PROPOSAL DEADLINE: Friday, April 4, 2025, by 5pm

MAIL COMPLETED APPLICATIONS TO:
Tanana Chiefs Conference
Summer Youth Employment Program
c/o Education & Indigenous Learning
122 First Avenue, Suite 600
Fairbanks, Alaska 99701

EMAIL COMPLETED APPLICATIONS TO:
syep@tananachiefs.org

NOTICE OF AWARD: Tanana Chiefs Conference will begin notifying successful applicants regarding contract awards within TWO weeks of proposal deadline **(Friday April 18, 2025)**.

LIMITATION: This RFP does not commit Tanana Chiefs Conference to award a sub grant or pay any costs incurred in the preparation of a response to this request. Tanana Chiefs Conference reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified applicants, to conduct pre-award reviews, or to cancel in part or in its entirety this RFP if it is in the best interest of TANANA CHIEFS CONFERENCE.

PROGRAM DESIGN: The proposed **Summer Youth Employment** contract provides short-term work experience. The work experience must provide a realistic job, which puts demands on the participant while making a contribution to the organization. The proposed **Summer Youth Employment** contract must also provide activities which enhance Basic Academic and Work Maturity Skills as described herein. *Unless otherwise agreed, the sub grantee will assist with career and academic assessments for participants and follow-up activities up to a year after work experience* (negotiable on case-by-case basis). All youth must be adequately supervised. Supervisors must have the ability to provide leadership to youth while instructing them to perform job duties. The supervisor must also be knowledgeable about the purpose of the program.

PARTICIPANT ELIGIBILITY: The eligibility determination of the youth will be made by Tanana Chiefs Conference and eligible youth will be referred to the sub grantee for interviewing and hiring. Participant application packets are enclosed with this RFP.

Sub grantees are required to assist the TCC Summer Youth Employment Program in completion of all other forms related to the management of the program.

ALLOWABLE COSTS FOR YOUTH SERVICES ARE:

1. Wages and Fringe Benefits for the youth participants.
 - a) **WAGE OF \$15.00 AN HOUR AND 10% FRINGE BENEFIT (WORKERS' COMPENSATION IS NOT INCLUDED)**

SUB GRANT AWARD: All proposals will be evaluated by the Tanana Chiefs Conference Employment & Training Youth Services program. Sub grantees will be notified of awards made.

***TANANA CHIEFS CONFERENCE WILL NOT BE RESPONSIBLE FOR
YOUTH WAGES WORKED PRIOR TO WRITTEN APPROVAL FROM THE
SUMMER YOUTH EMPLOYMENT PROGRAM***



**Tanana Chiefs Conference
Employment & Training Youth Services
Request for Proposal
2025 Summer Work Experience**

ORGANIZATION APPLICATION: (Please type or print clearly in ink.)

Organization/Business Name: _____

Address: _____ Phone #: _____

_____ Fax #: _____

_____ Email: _____

ORGANIZATION CONTACT: *(This person represents your organization for all contact with the TCC Summer Youth Employment Program.)*

Contact Person: _____ Email: _____

Purpose of Agency: _____

Total number of employer's full-time unsubsidized employees: _____ Subsidized Employees: _____

Has your agency ever had a Workforce Investment Act program or Summer Youth Work Experience program before?
(circle one) YES NO

If yes, give approximate dates and name of contracting agency (TANANA CHIEFS CONFERENCE, DCRA, etc.): _

OTHER INFORMATION

Approximately how many Native youth between ages 14-21 reside in your community? _____

Other comments _____

WORK PLAN

- A. Do you have a project specifically designed for youth workers? If so, please describe *(the actual job description must be completed on the Job Description page)*:
- B. **OR** will they be working at established community worksites?
- C. **OR** will they be working as trainees/apprentices for a private business?
- D. Have youth been involved in the planning process for your employment project? Yes ☐ No ☐
If "Yes," please explain how:
- E. How will participants be recruited and selected for the project?
- F. Please list individuals who will administer the youth career and academic assessments:
- G. Is there any other information you would like us to have in considering your proposal?



**Tanana Chiefs Conference
Employment & Training Youth Services
Request for Proposal
2025 Summer Work Experience**

Job Readiness Objectives

The Summer Youth Employment Program requires objectives to be completed while the youth are completing their work experience. We require all subcontractors to assist TCC Education & Indigenous Learning staff in ensuring each participant completes the following:

Career Exploration

At time of hire, the subcontractor will conduct an orientation that will review What Employers Expect and Interview Skills. This material will be provided by the SYEP program.

Resume-writing

Subcontractor will assist participants with typing their resumes and provide a copy to TCC SYEP staff.

Alaskajobs.alaska.gov (ALEXSYS) Registration

Subcontractor will ensure participants are enrolled in the State of Alaska's ALEXSYS database and provide a copy to TCC SYEP staff.

Council Meeting

Participant will attend a minimum of two council meetings and report to their Council their activities in the program. They will report on program objectives, what they learned and what their future career goals are. They will provide a written summary to TCC SYEP.

PROPOSED YOUTH POSITIONS

Minimum qualification:

- Ages 14 thru 21 (youth ages 14-17 must have valid work permit before start of hire).

Position Title (example, office or elder assistant):	
Number of openings for this job:	
Hourly Wage: \$15.00/hour (max allowed)	Hours per week: 20/hrs with no overtime (max allowed)
Start Date (no earlier than June 1, 2025):	End Date (no later than Aug. 31, 2025):
Name & Title of Supervisor:	
Location of Worksite (for example, tribal office, clinic, village clean up, etc.):	

ADDITIONAL POSITIONS

Position Title (example, village clean up crew):	
Number of openings for this job:	
Hourly Wage: \$15.00/hour (max allowed)	Hours per week: 20/hrs with no overtime (max allowed)
Start Date (no earlier than June 1, 2025):	End Date (no later than Aug. 31, 2025):
Name & Title of Supervisor:	
Location of Worksite (for example, tribal office, clinic, village clean up, etc.):	



**Tanana Chiefs Conference
Employment & Training Youth Services
Request for Proposal
2025 Summer Work Experience**

Position Title (example, laborer):	
Number of openings for this job:	
Hourly Wage: \$15.00/hour (max allowed)	Hours per week: 20/hrs with no overtime (max allowed)
Start Date (no earlier than June 1, 2025):	End Date (no later than Aug. 31, 2025):
Name & Title of Supervisor:	
Location of Worksite (for example, tribal office, clinic, village clean up, etc.):	

If you have additional positions you are proposing, please duplicate page 6 and attach.

You **must** attach copies of your tribe's full job description for each proposed position.

Tips for the job description:

- List **in detail**, the day-to-day tasks youth will be performing.
- Identify and list what skills you want the youth worker to already have (i.e. minimum qualifications).
- A template description is on the following page.
- Descriptions must include work skills to be learned on the job, such as: customer service, call handling, computer operation, carpentry skills, basic office organization (such as filing), typing, trash disposal, office supply management, etc.

Be specific and refer to Alaska's Child Labor Laws on Page 11 & 12.

**EXAMPLE JOB DESCRIPTION – this is needed for EACH position being hired.
This template can be used as a guide for positions you are hiring for.**

Tribe Name

Tribe Address

JOB DESCRIPTION

Job Title: Youth Landscaper/Laborer (*OR WHATEVER YOUR POSITION IS*)

Location: (village name)

FLSA: Non-exempt

Department: *NAME OF TRIBAL DEPT. OVERSEEING THIS POSITION*

Supervisor: (name of supervisor)

Pay rate: \$15 per hour

Status: Part-time (20 hours per week, maximum)

Job Summary: (replace with the position requirements needed for your position).

This position requires physical abilities to lift, carry/move storage files, boxes and equipment. Job Incumbent will primarily be working outside with willow cutters cutting brush around the village. Position requires recurring bending, stooping, walking, lifting, carrying and holding up materials as he/she/they work. Working conditions may include but are not limited to occasional adverse weather conditions, bugs and mosquitoes.

Essential Functions & Responsibilities:

- Practicing safe measures and precautions instructed by supervisor
- Being Safe and Aware of their partners and other youth workers
- Complete work assignments within given time frames
- Be respectful and mindful of others

Minimum Qualifications:

- Familiarity with the community members
- Good verbal and interpersonal communication skills
- Able to work with little supervision

Supervision:

Under the direct lead of the _____ Tribal Council Staff

Physical Demands:

This will be a physically demanding job which will include but not be limited to:

- Heavy Lifting up to 50 lbs
- Carrying and holding various tools/items
- Recurring bending, stooping, and walking

All job descriptions you post in your community to advertise the available youth worker positions MUST be part of your application.



**Tanana Chiefs Conference
Employment & Training Youth Services
Request for Proposal
2025 Summer Work Experience**

Please check the following SCANS skills to be learned on the job

COMPETENCIES		BASIC ACADEMIC SKILLS	
	Using Resources		Basic Skills
	Interpersonal Skills		Thinking Skills
	Using Information		Personal Qualities
	Using Systems		
	Using Technology		

SCANS SKILLS DEFINITIONS

COMPETENCIES:

Using Resources:	<i>Ability to identify, organize, plan and allocate resources</i>
Interpersonal Skills:	<i>Working in teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds</i>
Using Information:	<i>Accessing and evaluating data, organizing and maintaining files, interpreting and communicating ideas, and computer literacy</i>
Using Systems:	<i>Understanding social, organizational, and technological systems</i>
Using Technology:	<i>Selecting equipment and tools, applying appropriate technology to a given task</i>

BASIC ACADEMIC SKILLS:

Basic Skills:	<i>Read, write, compute, listen and speak well</i>
Thinking Skills:	<i>Think creatively, make decisions, solve problems, visualize, know how to learn and reason</i>
Personal Qualities:	<i>Display responsibility, self-esteem, sociability, self-management, integrity, honesty</i>

PROPOSED BUDGET

Participant's wage subsidy will be \$15.00 an hour.

COSTS *(based on an 8 week contract)*

A. Youth Wages: \$15.00/hour * # of youth * 160 hrs \$ _____

B. Youth Fringe Benefits @ 10%: line A * 10% (0.10) \$ _____

C. SUBTOTAL FOR YOUTH (Lines A + B) \$ _____

Example:

If you request 5 workers:

\$15.00 x 5 youth x 160 hrs (x 20 hrs a week for 8 weeks = \$12,000)

12,000 x 0.10 (Youth Fringe 10%) = \$1,200

Total for Proposed Budget \$12,000 + \$1,200 = \$13,200

EACH YOUTH WORKER WILL COST \$2,640

\$15.00/hr x 20 hrs per week = \$300 + 10% = \$330 per week

\$330.00 x 8 weeks = \$2,640.00

TOTAL REQUEST FROM TCC: \$ _____

Tribes selected to receive reimbursement for Summer Youth Employment Program funds hereby agree to fully comply with all applicable federal, state, and tribal child labor laws and regulations. This includes, but is not limited to, laws regarding minimum age requirements, maximum hours of work, prohibited occupations for minors, and workplace safety standards for youth employees. Selected tribes acknowledge their responsibility to ensure all summer youth employment activities adhere to these legal protections for young workers. Compliance with child labor laws is a mandatory condition for receiving and maintaining eligibility for Summer Youth Employment Program reimbursement funds.

Chief or designee: _____ Date: _____



**Tanana Chiefs Conference
Employment & Training Youth Services
Request for Proposal
2025 Summer Work Experience**

Summary of Alaska Child Labor Law

HOURS OF WORK RESTRICTIONS:

NO MINOR UNDER 18 MAY WORK MORE THAN SIX (6) DAYS IN ANY WORK WEEK

ALASKA YOUTH UNDER THE AGE OF 14 MAY WORK ONLY IN THE FOLLOWING OCCUPATIONS:

1. Newspaper sales and delivery.
2. Baby-sitting, handiwork and domestic employment in or about private homes.
3. The entertainment industry, with an approved work permit from the Alaska Wage and Hour Administration.

14 & 15 YEAR OLDS:

WHEN SCHOOL IS IN SESSION: Hours will be limited to a total of nine (9) hours of school attendance plus employment in any one day; work will be performed only between the hours of 5 a.m. and 9 p.m. and total hours worked will be limited to 23 in any week.

DURING SCHOOL VACATIONS: Work hours will be limited to 40 hours per week between the hours of 5 a.m. and 9 p.m.

ADDITIONAL RESTRICTIONS FOR 14 & 15 YEAR OLDS:

1. Occupations in manufacturing, mining or processing, including workrooms or places where goods are manufactured, mined or otherwise processed.
2. Occupations involved in operation of power-driven machinery other than office machines.
3. Occupations in construction (including demolition and repair) except office work.
4. Any work in an establishment that serves alcoholic beverages.
5. Public messenger service.
6. Occupations in or about canneries, except office work.
7. Work performed in or about boilers, engine rooms or retorts.
8. Work involved with maintenance or repair of the establishment's machines or equipment.
9. Occupations that involve working from windowsills, ladders, scaffolds or their substitutes.
10. Occupations handling or operation of power-driven food slicers, grinders, choppers, cutters and bakery type mixers.
11. Work in freezers, meat coolers, or preparation of meat for sale.
12. Loading/unloading to or from trucks, railroad cars or conveyers.
13. Occupations in warehouses and storage except office and clerical work.
14. Occupations involving use of sharpened tools.
15. Occupations in transportation of persons or property except office or sales work.

MINORS 17 YEARS AND UNDER CANNOT BE EMPLOYED IN:

1. Occupations in manufacturing, handling or use of explosives.
2. Occupations of motor vehicle driver or helper (some limited restrictions).
3. Mining operations including coal.
4. Logging or occupations in the operations of any sawmill, lathe mill, shingle mill or cooperage.
5. Operation of power-driven woodworking machines.

6. Occupations with exposure to radioactive substances and to ionizing radiation.
7. Operation of elevators or other power-driven hoisting apparatus.
8. Operation of power-driven metal forming, punching and shearing machines.
9. Occupations involving slaughtering, meat packing, processing or rendering.
10. Occupations involved in the operation and cleaning of power-driven bakery machines.
11. Occupations involved in the operation of power-driven paper products machines.
12. Occupations involved in the manufacture of brick, tile and kindred products.
13. Occupations involved in the operation and cleaning of circular saws, band saws, and guillotine shears.
14. Occupations involved in wrecking, demolition and shipwrecking operations.
15. Occupations involved in roofing operations.
16. Occupations involved with excavation operations.
17. Electrical work with voltages exceeding 220, or outside erection or repair and meter testing including telegraph and telephone lines.
18. Occupations involving exposure to blood-borne pathogens.
19. Occupations involved in canvassing, peddling, solicitation of door-to-door contributions, or acting as an outside salesman

BREAKS:

A minor under 18 years of age who is scheduled to work six (6) consecutive hours is entitled to a 30-minute break during the workday.

A minor under 18 who works five (5) consecutive hours is entitled to a 30-minute break before continuing to work.

ALCOHOL:

All minors 16 and under must have a work permit on file with the Department. If the employer has a restaurant designation and is licensed to sell alcohol, then all minors 17 years of age must also have an approved work permit.

TOBACCO & PULL-TABS:

AS 11.76.106 restricts access to areas where tobacco and tobacco products are sold. Minors under 19 may not sell tobacco or tobacco products in the course of their employment.

15 AAC 160.480(b) prohibits the sale of pull-tabs by anyone under the age of 21.

MARIJUANA & CANNABIS INDUSTRY:

AS 17.38.070 restricts the employment of persons under the age of 21 from working in any and all branches of the cannabis/marijuana industry, including but not limited to planting, cultivating, harvesting, processing, packaging, transporting or selling.