



March 26, 2025

Pamela Coleman  
5045 E. Stanley Rd  
Flint, MI 48506

Dear Pamela,

The Genesee Area Focus Fund (GAFF) and Genesee Chamber Foundation (GCF) once again received strong proposals for the annual Summer Youth Initiative (SYI) program. We are pleased to share that the SYI Review Panel approved **Genesee County Community Action Resource Department** the 2025 program year according to the terms below and outlined in this proposal.

<b>AMOUNT APPROVED:</b> <ul style="list-style-type: none"><li><b>TEEN WAGES: \$30,792</b></li></ul>	
<b># OF TEENS APPROVED:</b> <ul style="list-style-type: none"><li><b>Up to 15 Teens</b> <i>(15 teens x \$13/hr. x 24 hrs. per week x 6 weeks of employment. You may adjust hours worked per week and number of weeks worked within the dates listed below.)</i></li></ul>	
<b>SYI FUNDS ARE TO BE USED AS FOLLOWS:</b>	Payroll reimbursement for up to 15 teens at \$13/hour <i>(any hourly amount above this rate will not be reimbursed to your agency).</i>
<b>TIME PERIOD FOR FUNDS TO BE USED:</b>	May 19, 2025 – August 31, 2025 Note: <i>Extensions beyond this deadline will be handled on an individual basis and an Addendum will be added to this MOU.</i>

A Memorandum of Understanding (MOU) is attached to this letter. The MOU sets the basic principles and guidelines under which **Genesee County Community Action Resource Department**, GAFF and GCF will work together to provide a valuable, high-quality summer employment program for teens in our community. After reviewing the terms of the MOU, *your* signature will be requested and serve as acceptance of the proposed award listed above. If you have questions about the terms outlined above and/or in the MOU please contact Brianna Mosier [bmosier@flintandgenesee.org](mailto:bmosier@flintandgenesee.org) or Dawn Bye [dbye@flintandgenesee.org](mailto:dbye@flintandgenesee.org).

We look forward to partnering with you this summer to provide meaningful work experiences for youth in Flint and Genesee County.

Sincerely,

Brianna Mosier, Executive Director  
Genesee Area Focus Fund and Genesee Chamber Foundation

## MEMORANDUM OF UNDERSTANDING

Between Genesee Chamber Foundation (GCF), Genesee Ares Focus Fund (GAFF) Summer Youth Initiative (SYI) Program, and **Genesee County Community Action Resource Department** (Grantee).

**Purpose:** This Memorandum of Understanding (MOU) sets forth the basic principles and guidelines under which the parties will work together to provide a high-quality summer employment program.

### Definitions:

- **Grantee** is the name of the legal entity that acts as fiducial agent.
- **Scope** is the age and number of teens to be hired to work in the summer program.
- **Term** is the length of time the summer program will operate.
- **Supervision/Primary Contact** is the person(s) who will manage the summer program.
- **Award** is the amount of the grant.

### Mandated Components (Measurable):

- **GRANTEE** – Genesee County Community Action Resource Department
- **SCOPE** –
  - **Up to 15 Teens** (15 teens x \$13/hr. x 24 hrs. per week x 6 weeks of employment. You may adjust hours worked per week and number of weeks worked within the dates listed below.)
- **TERM** – Award must be spent between May 19, 2025 – August 31, 2025 (Note: extensions beyond this deadline will be handled on an individual basis and an Addendum will be added to this MOU)
- **SUPERVISION/PRIMARY CONTACT** – Monica Bullock [mbullock@geneseecountymi.gov](mailto:mbullock@geneseecountymi.gov)
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- **AWARD** – \$30,792 for teen wages

### GCF and GAFF Summer Youth Initiative (SYI) Responsibilities:

SYI seeks to ensure that the summer employment program results in successful outcomes. To assist the Grantee in achieving this goal, SYI will be responsible to:

1. Provide the TeenQuest pre-employment leadership training at no cost for any Genesee County teen, age 14-19 and in grades 9-12.
2. Provide SYI Applications to all teens that complete the TeenQuest program on an annual basis throughout their high school years.
3. Host the annual SYI Job Fair for the purpose of connecting SYI qualified applicants with SYI qualified employers for summer employment opportunities.
4. Host monthly employer meetings to share ideas, problem solve challenges, and prepare for upcoming program related events.
5. Coordinate the SYI Volunteer Service Day Wrap Up Celebration for all SYI teen employees.
6. Provide timely response to reimbursement requests from SYI employers in alignment with their award.
7. Conduct at least one site visit to observe teens on the job and overall program goals progression/success.
8. Assist SYI employers with any technical support on any aspect of the summer employment program.
9. Assist SYI employers with securing language and graphic standards through our Marketing and Communications staff for any and all communications acknowledging SYI support.

### Grantee Responsibilities:

1. Attend the SYI Job Fair for the purpose of interviewing and hiring SYI qualified teens to work in the summer employment program.

2. Provide meaningful employment opportunities appropriate for teens and within the State of Michigan employment guidelines. *Important: Ensure that ALL teens 14-17 have a work permit on file at their worksite location.*
3. Provide adequate adult supervision to ensure a positive work environment.
4. Complete and submit all required documentation including but not limited to employee worksheet, workplace location(s), final report as well as any updates to these documents.
5. The Summer Youth Initiative is a reimbursement program, meaning that **as an agency incurs approved expenses against the total grant award, it is the agency's responsibility to submit a request for reimbursement. Requests are submitted** to the SYI Team at [svi@flintandgenesee.org](mailto:svi@flintandgenesee.org) by the **15<sup>th</sup> day of the month following the end of a month**. For example, payroll for the month of June would be due to the SYI Program Manager by July 15<sup>th</sup>. The agency can request additional reimbursement requests if funding is required to meet payroll before the 15<sup>th</sup> of each month, however, if the requests are not received by the agency by the 15<sup>th</sup> of the month following the month end, then the agency may not receive reimbursement for that request. For example, an agency will be allowed to request reimbursement on the 1<sup>st</sup> and 15<sup>th</sup> of each month so that they are requesting 2 reimbursements per month but if they do not request any reimbursement for the entirety of one month until after the 15<sup>th</sup> of the following month then none of that month may be reimbursed. The request **must be submitted with the SYI Funds Request Form** (to be sent to all selected agencies) with all supporting documentation including timesheets, teen names, hours, and dates worked, **from a payroll system** (e.g., Paylocity, Quicken, or other payroll or accounting system). **Word or Excel documents will not be accepted** as the sole supporting documentation resource. If funds are neither expended, nor invoices received by the SYI Program Manager within thirty (30) days, no later than month ending September 30, 2025, funds will be de-obligated. This means that the allocated amount will be reduced by the amount not submitted for reimbursement.
6. Participate in the SYI Volunteer Service Day by coordinating a three (3) hour experience for your teen employees to participate in and attend the Volunteer Day and Summer Program Wrap Up Celebration with your teen employees to share their experience.
7. Facilitate the SYI site visit(s) with your program, providing information on the progress of your overall program goals.
8. Notify the GAFF and GCF Communications Team by contacting Sav Turbett at [sturbett@flintandgenesee.org](mailto:sturbett@flintandgenesee.org) of any communication acknowledging SYI support. Use of Education & Talent or SYI logo must be reviewed by GAFF and GCF Marketing Team by emailing example to Amanda Blackburn at [ablackburn@flintandgenesee.org](mailto:ablackburn@flintandgenesee.org).

### **Agreement Inclusiveness/Amendment**

This agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. The GAFF and GFC shall, upon request by the Grantee and receipt of a proposed amendment, amend this Agreement, when required in the opinion of the Grantee, due to revision of Federal or State laws or regulations. If the GAFF and GFC refuses to sign such amendment within fifteen (15) days after receipt, this Agreement shall terminate upon such refusal. This agreement may otherwise be amended only by the written consent of all the parties hereto.

### **SIGNATURES:**

#### **Genesee Chamber Foundation (GCF), Genesee Ares Focus Fund (GAFF) Signature**

\_\_\_\_\_ Date: \_\_\_\_\_  
Tim Herman, CEO

#### **SYI Agency – Genesee County Community Action Resource Department (GCCARD)**

\_\_\_\_\_ Date: \_\_\_\_\_  
Delrico Lloyd, Genesee County Board of Commissioners Chairman