YouthWorks Request for Proposals
2023-2024

MassHire Metro North Workforce Board
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Introduction

The MassHire Metro North Workforce Board YouthWorks employment program has provided meaningful and gainful employment to over 400 youth each year in the cities of Cambridge, Chelsea, Everett, Malden, Revere and Somerville. This year alone, over 700 youths were able to access employment opportunities during the summer.

These employment opportunities are made possible with YouthWorks funds provided by the Commonwealth of Massachusetts through the Commonwealth Corporation (CommCorp). Youth participants are each provided with the support and guidance needed to ensure that the benefits of this work experience extend beyond the paycheck, by developing the essential job skills and workplace readiness needed to excel in their future career field.

YouthWorks aims to reduce juvenile delinquency and youth and young adult homelessness in high-risk areas through employment of participants who are not more than the age of 25. This is a state-funded youth employment program that helps teens and young adults gain the skills and experience needed to find and keep jobs and begin to design a path toward sustained success. Eligible participants of these programs are 14-to-25-year-olds whose family income does not exceed the annual equivalent of 200% of the federal poverty guidelines.

This year, in preparation for submitting our annual response to the YouthWorks Request for Reponses (RFR) issued by the Commonwealth Corporation, MNWB has decided to implement a Request for Proposals process to solicit applications from organizations & institutions interested in YouthWorks funding within our Metro North region. The ultimate goal of this RFP is to create a high-quality YouthWorks program for the youth of the Metro North region. Successful applicants to this RFP will be included in MNWB's regional application to CommCorp's annual YouthWorks RFR and, if that application is successful, will enter into contracts with MNWB to deliver the program.

The narrative used throughout this document follows the RFR issued by the Commonwealth Corporation last year for the 2022-2023 YouthWorks program. As the 2023-2024 RFR has yet to be released by CommCorp, applicants to this RFP may be requested to submit additional information if necessary after proposal submission. For additional information, please reach out to gsantana@masshiremetronorth.org, Youth Programs Manager, or twalsh@masshiremetronorth.org, Senior Director of Youth Programs.

YouthWorks Tiers, Breakdown by CommCorp

YouthWorks consists of three specific tiers: Service and Project-based Learning for 14-15-year-olds, Early and Career Trajectory Experiences for 16-21-year-olds, and Career Pathway Training and Support for 18-25-year-olds. The following chart outlines the service strategy for each of the tiers.

Tier 1 – Service and Project-Based Learning	Tier 2 – Early and Career-Trajectory Experiences	Tier 3 – Career Pathway Training and Support
14-15-year-old participants Cycle 1 Period: July-August 60-130 program hours Cycle 2 Period: September – May 40-300 program hours	16-21-year-old participants Cycle 1 Period: July-August 100-220 program hours Cycle 2 Period: September – May 40-300 program hours	18-25-year-old participants Cycle 1 Period: July-August 120-220 program hours Cycle 2 Period: September – May 40-320 program hours
Key Components		
Signal Success: Starting off Strong - Service-learning projects coordinated with local community partners and/or supportive small group introductory work placements - Sector aligned project-based learning intensives with additional supports for younger participants - Mentorship and career exploration opportunities from near peers and working professionals - Cohort-based case management - Individual personal branding capstone focused on skills and interests - Provide additional support(s) for younger participants to prepare them for future	*Signal Success: Building a Professional Self* - Subsidized work placements - Optional: a chance to explore career interests through a range of micro career pathway courses - Sector aligned project-based learning intensives with targeted skill development for key transferable skills - A combination of supervisor-based mentorship opportunities and/or collaboration and leadership development from near peers and working professionals - Cohort-based case management - Interview practice and individual personal branding capstone	*Signal Success: Crafting a Career Path* - Career pathway planning and individual case management support - Micro career pathway courses focused on a specific career or industry - Optional: design Micro Career Pathway comparable courses that align with WCTF adult training for participants ages 21-25 - Local structured and credentialed programming - In-person and/or virtual work placement-hybrid - Mentorship and/or collaboration and leadership development from near peers and professionals

employment experiences ➢ Match participants with employment and learning opportunities that foster transferable skills ➢ Optional: Engage participants in Bootcamp, topic specific, learning opportunities that correlate with age and stage	focused on skills, interests, and assets for early employment ➢ Match participants with employment and learning opportunities that foster transferable skills ➢ Support returning participants with growth opportunities that involve increased leadership, independence, and/or stronger alignment to care Provide older participants with skills, exposure, and experience to obtain entry-level positions in high-demand fields and make informed career plans for sustainability and growth ➢ Optional: Engage participants in Bootcamp, topic specific, learning opportunities that correlate with age and stage	➢ Interview practice and individual personal branding capstone focused on skills, interests, assets for early employment and career path plan ➢ Support returning participants with marketable skills and increased opportunity ➢ Optional: Engage participants in Bootcamp, topic specific, learning opportunities that correlate with age and stage

<u>Overview of Programmatic Elements and Program Administration</u>

The following chart outlines the required elements for all participants across all tiers, while at the same time providing a detailed descriptions of what each part involved in the support of the youths provide.

Programmatic Element	What does CommCorp provide?	What is the role of the grantee and local program providers?
Signal Success **Career Readiness**	➢ All online self-paced modules — so participants can develop career readiness on demand ➢ Design and provide facilitation training for regional *Signal Success* facilitators	➢ Reinforce and encourage successful career development via case management ➢ Review participant progress and provide feedback to

Programmatic Element	What does CommCorp Provide?	What is the role of the grantee and local program providers?
	➢ Provide guidance for the integration of learning between the in-person and virtual *Signal Success* modalities ➢ Provide curriculum multiple languages	their self-paced work in addition to ensuring participants are meeting required *Signal Success* hours ➢ Facilitate live *Signal Success* curriculum within local programming
Career Exploration	➢ Organization and facilitation of statewide online Career Chats and Alumni Panels ➢ Employer sponsors and professional advisors to embed career exploration in project-based learning intensives ➢ Guiding tools and support to help program's structure virtual mock interviews	➢ Support participant attendance at Career Chats and Alumni Panels and encourage professional follow-up among participants. Attend and support participation in a Career Chat ➢ Provide at least one local volunteer and/or staff member willing to speak at a Career Chat. ➢ Plan and facilitate additional local, weekly career exploration offerings ➢ Mandate, at least, one Career Chat per participant per program cycle.
Interview Preparation and Person Branding Coaching	➢ Provide interview-skill-building sessions, access to online mock interviewing preparation tool and personal branding learning modules on personal branding	➢ Organize live, virtual mock interviews and identify professionals willing to participate
Case Management	➢ Guiding tools, training, and regional support ➢ Access to technology solutions to address communication and data collection challenges	➢ Organize and conduct regular group check-ins to support success with program elements and provide individual case management as needed ➢ Utilize YouthWorks funding allocation to address barrier removal and provide referrals as needed
*All participants must take part in **at least one** of these, but they may also participate in more than one. Programs should make every attempt to align approach by participant need and programmatic tier.*		
Programmatic Element (Relevant Tier)	**What does CommCorp Provide?**	**What is the role of the grantee and local program providers?**
Service- Based Learning	➢ Guidance and regional assistance (formally known as	➢ Building internal capacity or partnering with local

(Tier One)	TA) support on structuring effective service learning ➤ Common assessment tools to track outcomes	Community Based Organizations or schools to structure and facilitate virtual, in person, or hybrid service-learning projects
Supportive, Subsidized Work Placement	➤ Common assessment tools to track outcomes	➤ Identifying, developing, and monitoring supportive in-person/ hybrid placement that include additional mentoring and support for younger participants
Subsidized Work Placements (Tier Two and Three)	➤ Guidance and regional support on employer engagement, how to structure virtual internships and tools for supporting alignment to safety protocols ➤ Common assessment tools to track outcomes	➤ Identifying, developing, and monitoring virtual/ hybrid/ in-person placement opportunities ➤ In the case of shorter placements, aligning them to additional opportunities like Career Chats and Micro Career Pathway courses
Sector-Aligned Project-Based Learning (Mainly Tier One and Two with some Tier Three)	➤ Development of resources and tools to support age-and-stage appropriate work and outcomes across the three tiers ➤ Coordination of cross-program peer gatherings ➤ Toolkits and guides to facilitate programming ➤ Alignment of micro-career pathway courses to projects	➤ Facilitation of the PBL groups which should include regular, live whole-group and small group Zoom sessions and in-person projects ➤ Recruitment and coordination with employer partners and professionals to serve as project advisors and when appropriate project "clients"
Peer Leaders (Mainly Tier Two and Three)	➤ Toolkits and guides to facilitate three session, interactive workshop, designed for participants to do a deep dive on a topic related to Career Exploration ➤ Materials which align with *Signal Success*	➤ Facilitation of Bootcamp materials which can/should include live whole-group and small group Zoom sessions

<u>MassHire Metro North Workforce Board as the Lead Entity</u>

In the Metro North region, the MassHire Metro North Workforce Board (MNWB) is the lead entity and fiscal agent for the YouthWorks program. MNWB prepares the regional application to CommCorp's YouthWorks RFR and is the contractor to CommCorp for the region-wide program.

Successful applicants to this RFP will be subcontractors to MNWB.

- **Regional Support Component and Collaboration:**

MNWB, as regional lead, provides support and technical assistance to all YouthWorks program partners. MNWB YouthWorks staff will be your first point of contact for any program support needs.

In addition, CommCorp, as the funder, also provides support to the region. Program regional support is based on YouthWorks performance standards which have been established to support shared understandings of promising practices in subsidized youth training and employment programs. A regional support person will be an assigned staff member from Commonwealth Corporation.

There will be a range of group-based regional support offerings that guide practice and develop local leadership and innovation. Consistent participation in statewide, regional, and local support gatherings is a requirement of the YouthWorks grant. The following list provides details about the regional support services.

1. Monthly meetings with regional leads and YouthWorks leadership team

2. Statewide regional support and updates convening.

3. Six site visits to take place throughout the programming year – these visits are organized by CommCorp. However, MNWB will be also conducting separate site visits that will be less rigorous.

4. Individualized regional support via meetings and calls will support grantees in effective program design, implementation, and assessment.

Programs Eligibility and Requirements for Funding

In the past, funds have been allocated to regions in alignment with the level of youth in poverty specific to the priority cities and with consideration to the overall regional needs. This year, we expect the funding allocation to also be in alignment with the level of youth in poverty and in consideration to the regional needs.

Furthermore, target enrollment per tier is not prescribed to maximize flexibility for programs to serve participants who are interested and are a good fit for the programmatic tier offerings selected by each region. However, The Commonwealth Corporation has provided an overall target for each region. Regions are encouraged to plan for and support a full age, stage, and path approach to programming for participants up to 25-years of age. Regions experiencing challenges in meeting their enrollment targets will be expected to work with the Commonwealth Corporation and the MassHire Metro North Workforce Board more closely to improve recruitment and enrollment and/or structure a reduced contract to free up resources for additional

programming. Regions that find they have high rates of demand for enrollment in programs are encouraged to create and document a waitlist and share this information with Commonwealth Corporation in a timely manner. If additional funding aligned with the YouthWorks program mission of providing participants with quality work-based learning and career development opportunities becomes available, Commonwealth Corporation reserves the right to work with the regional leads to add additional financial resources and augment scopes of work accordingly.

The Commonwealth Corporation expectation for the MassHire Workforce Development Boards is to target services to the priority cities. However, any youth from the communities served by the workforce investment region who meets the income and age eligibility guidelines may participate fully in the programming.

1. Recruitment, Enrollment, Case Management

At the MassHire Metro North Workforce Board, our mission is to provide and advocate for equitable access to meaningful career pathways and quality employment for the people we serve. It is our expectation for our YouthWorks partners that the recruitment process is intentional, and that partners plan accordingly to provide support for youth with high needs.

YouthWorks defines youth with high needs as participants with the following risk factors:

1. Court-involved youth - DYS-committed, on juvenile probation, gang-involved, CRS, juvenile arrest.

2. Homelessness or being a runaway.

3. Foster care or being close to aging out of foster care; having aged out of foster care.

4. Or those participants who local programs identify as having significantly elevated risk profiles for other reason.

For vulnerable participants who do not meet one or more of the above criteria, local program staff should consult with MNWB directly during the recruitment and enrollment process.

YouthWorks also recommends but does not require programs to prioritize serving participants who demonstrate at least one additional risk factor beyond family income level. For purposes of this program, such risk factors are defined as:

1. Poor academic performance or a school dropout.

2. Being the child of a single parent.

3. Having a disability or special needs.

4. Lack of fluency in English (ESL) or being a foreign immigrant.

5. Being a teen parent.

Although prioritizing youths who experience one of the above risks is not a requirement stated by the Commonwealth Corporation, by understanding the communities we serve here at the MNWB, we ask partners to strategize and organize opportunities that can be provided for ESL youths and youths with disabilities. At MNWB, we want to ensure that all youths have equitable access to youth employment and have the chance to explore their career interests.

When it comes to case management, all programs need to identify additional modes of case management beyond email and voicemails if only operating in a virtual modality. Layering in text-based communication, dedicated live online small group case management and team-based communication through tools like Slack and MS Teams increases engagement and persistence among participants because it provides multiple avenues to access support.

Case Management: Each contracted and sub-contracted site will be required to provide advocacy and support to program participants by conducting needs assessments, developing customized success plans, and monitoring and evaluating participant progress on a regular basis. In addition, each site will maintain an active list of resources and referrals to other wrap-around support services and networks that participants can access, when needed. This framework is designed to assist participants with successful completion of the YouthWorks program and will be referred to Case Management.

2. Reporting

Partners will be required to periodically submit YouthWorks written reports to provide the Commonwealth Corporation and the MassHire Metro North Workforce Board detailed information on:

- Support needs within the Metro North region
- Youth participants engagement in Youthworks relevant program activities
- Impact of public investment in YouthWorks programs
- Curriculum structure and overall participants data – the MNWB need to ensure partners are meeting contractual obligations.

The MassHire Metro North Workforce Board will be responsible for providing all partners access to the YouthWorks reports, as well as collect all data from partners for submission through the YouthWorks database. Dates for when reports are due for submission are established by the Commonwealth Corporation. It is the MNWB responsibility to ensure all partners have completed reports before the due date. And all partners are responsible and required to complete reports before the due date.

Grantees are required to report individual YouthWorks participant record data, including social security numbers that will enable the state to develop program profiles, statistical reports on the characteristics of participating youth and employers, and calculate data on program wage levels as part of the process of reporting program outcomes to the

Massachusetts Legislature. **Grantees must use the free on-line YouthWorks database (https://www.youthworksdata.org/) for participant applications, program development and outcomes reporting.**

By collecting and reporting a more comprehensive set of data, the YouthWorks program will be able to report on a wider range of positive outcomes. Some examples are listed below:

- Participants have increased labor market participation in the two years following their YouthWorks program experience.
- Participants complete applicable core program components (*Signal Success* work readiness training, work placement, work-based learning experience, occupational training, etc.)
- Participants improve employability or soft skills.
- Participants demonstrate knowledge of careers and the education, training and skills required to progress through a chosen career path.
- Participants maintain high levels of workplace engagement.
- Program provides first paid work experiences to youth and young adults.
- Participants trajectory after the completion of the program.

3. Data Tracking

Partners are required to track and upload all youth data to the YouthWorks database. It is a contractual obligation that all partners upload their youth data to the YouthWorks database and keep track of youth performance using the YouthWorks database.

To document the accomplishments of YouthWorks and build an even stronger program, it is important for all regions to augment their data collection and focus on reporting employment, education/training, and skill gain outcomes. Commonwealth Corporation will conduct regular review of data and engage with regional leads to ensure programs are meeting goals and expectations.

MNWB will be providing support to partners to ensure a smooth navigation and understanding of the YouthWorks database.

4. Youth Engagement & Opportunities

The MassHire Metro North Workforce Board expects all YouthWorks partners to provide youth participants with project-based learning and career pathway opportunities. Partners should be able to plan accordingly to provide participants of the YouthWorks program with a wide range of work and learning experiences based on interests and needs. By providing our youths with meaningful and impactful experiences we can then ensure that the benefits of this work experiences extend beyond the paycheck, by developing the essential job skills and workplace readiness needed to excel in their future career field.

- **Sector-Aligned Project-Based Learning Offerings:**

Project Based Learning (PBLs): is an instructional methodology encouraging participants to learn by applying the knowledge and skills acquired via programming to have an engaging learning experience through group project-based activities. Project Based Learning presents opportunities for deeper learning in-context and for the development of important skills tied to college and career readiness. The Project Based Learning activities are a required component of programming for all Youthworks contracted and subcontracted sites. Sites should facilitate this training with guidance and support from Commonwealth Corporation in the form of training, toolkits, and facilitation guides.

Programs are encouraged to build off the PBL offerings and integrate local resources and partners into the programming. To maintain program quality and consistency, when facilitating Project Based Learning, sites are urged to do so in keeping with the four projects (below) and the corresponding content materials. Sites may use other sources of content material; however, content must be pre-approved by your designated regional support representative. PBLs should be conducted at a minimum once per program year. If you are offering multiple cohorts per grant year, then your program may want to incorporate at least two PBL activities to ensure more participation for youth. If possible, PBLs should be conducted in person and during school break to allow for more participant engagement. If needed, Commonwealth Corporation can provide facilitation guides for virtual implementation. Staff training for PBL implementation and facilitation is available from Commonwealth Corporation.

Project Topic	Aligned Sectors
1. Producing a Pro Social Media Plan to Help Where It's Needed Most	Business, Management, & Administration Communications & Information Systems
2. Cultivating and Sharing Self-care and WellnessPractices That Work	Health Science TechnologyHuman Services
3. Making an Impact through Entrepreneurship,Advocacy and Corporate Responsibility	Business, Management, & AdministrationHuman Services
4. Developing classroom art, literature, or curriculum to support positive outcomes for younger learners	Communications & Information SystemsHuman Services

- **Sector-Aligned Project-Based Learning Offerings:**
In partnership with institutions such as the American Graphics Institute, Cape Cod Community College and Mount Wachusett Community College, Commonwealth Corporation often offers approximately 13 mini-career pathway courses. Although the structure of these courses has not yet been set up for next year, 2023-2024 -- in order to give future partners an idea on what these courses normally look like -- courses this year were offered in two three-week sessions (July 6 -July 23 and July 26 - August 12) and then selected courses were also offered in a more condensed style from August 16-

August 26. **Local programs do not need to budget any tuition cost for these courses. Regions are encouraged to include areas of interest in their application.**

What courses will be available for the upcoming year has not been announced by CommCorp yet. However, partners will be informed as soon as they become available.

- **Quality Hybrid and Virtual Service-Learning Projects:**

Service-learning projects can offer younger participants foundational work skills through a substantive and well-structured work-based learning experience. Though traditionally in-person, many of these projects can be translated to virtual or hybrid projects to prioritize safety alongside learning. Increased mentoring and support are essential components when structuring a service-learning project for implementation especially virtual and/ or hybrid projects.

<u>*Best Practices for Service-Based Learning:*</u>

1. Developing clear and measurable learning outcomes for the project and relevant assessments to measure and record these outcomes.
2. Integrating key members of the local community into the process and project so that participants have a clearer sense of purpose, audience, and impact.
3. Adding accountability and a professional aspect to the learning by having students develop job/ team descriptions and then revisiting these documents along with a work-based learning evaluation tool on a regular basis.
4. Including ongoing and simple practices to gauge student perspectives by creating an intentional space for participants to communicate how they feel about their experience. Ensuring these activities occur in a range of modalities and settings will garner the most traction. For example, programs are likely to get different information in a whole group sharing session about highlights and challenges of the week than in a short, written feedback survey
5. Intentionally including ways for participants to change or expand their experience. For example, if participants are slated to work on a specific team for most of the project, when do they get a chance to work on a different team?
6. Building in opportunities to regularly respond to case management needs. Whether it is part of a weekly staff meeting or the end of the day wrap-up text or email exchange, staff need time to respond to what they are observing. Especially in cases where participants are struggling or starting to disengage, early intervention is essential.

- **Quality Work-based Learning:**

Work-based learning is the foundation of the Early and Career Trajectory Experiences (Tier 2) and a key component across the other program tiers. These placements are designed to match participants with subsidized employment opportunities that foster transferable skills. Whether the placement is a participant's first job or an opportunity to build on previous work experience, YouthWorks subsidized placements are work-based learning opportunities with the rigor and authenticity of paid employment realities and responsibilities. While traditionally, these placements are conducted entirely in-person,

many can translate into strong online and hybrid options. The Commonwealth Corporation is not mandating a percentage of placements in-person or virtually.

Best Practices for Work-Based Learning Experiences:

1. Active employer engagement and job development focused on identifying and developing quality work placements.
2. Clear and inclusive recruitment processes include assessing potential participants' interests and skills, and then utilizing this intake information to complete thoughtful job placement matches.
3. Transparency with employers and participants upfront about the need for contingency plans for in-person placements that may need to transition to virtual or pause in the case of COVID-19 exposures or pre-emptive public health measures.
4. Employer engagement orientation and support services that help employers understand the goals of the program and the needs of the participants.
5. Agreement with employers about what types of tools and strategies will be used to promote accountability and support for remote or hybrid placements.
6. Coordination with local Connecting Activities and Innovation Pathway programs to support an integrated approach to comprehensive career development for youth and young adults.

- **Quality Work-based Learning:**

To promote employability skill development necessary to succeed in Massachusetts' evolving economy, all participants will take part in a career readiness component and a related career-readiness assessment.

Required curriculum component: To help facilitate a consistent and progressive YouthWorks experience, Commonwealth Corporation will provide access to all curricular materials for the three versions of *Signal Success* instruction:

1. *Signal Success: Starting off Strong*
2. *Signal Success: Build a Professional Self*
3. *Signal Success: Crafting a Career Path*

The *Signal Success* curriculum has been developed in alignment with evidence-based benchmarks in youth career development and research on employer expectations and preferences in hiring teens and young adults. Skill development will be focused on areas identified by O*Net data as key skill requirements of entry-level occupations—jobs in which teens have been typically employed. The curriculum also has integrated group facilitation activities that promote individualized career exploration and planning.

- **Utilization of Peer Leaders**

One of the most promising practices across the YouthWorks partner network is the strategic use of peer leaders. Peer leadership roles provide opportunities for returning and/or older participants to practice leadership and project management skills, while also serving as peer mentors to younger participants. All programs are strongly encouraged to recruit and support at least one peer leader for every 12 projected participants. The peer leaders can support some staff implementation tasks while also benefiting from the learning components of the program. Programs are strongly urged to pay peer leaders a higher wage and should include this information in their budget narrative. Commonwealth Corporation will provide training for recruiting, hiring, and training of peer leaders for your program. Peer Leadership Classes are an added resource for peer leaders, these classes will continue to be facilitated by Commonwealth Corporation.

Youth Eligibility

Participation in a YouthWorks employment program is limited to residents of Metro Northwho meet four eligibility requirements outlined below.

- **Age Requirements:**

A participant is eligible to participate in the YouthWorks program if they are between the ages of 14 and 25 at least some time during the period of programming. Similarly, within the various program tiers, participants should be within the range of the service population at least some time during the program service period. The Commonwealth Corporation urges program managers to take special efforts to recruit and serve older participants who are disconnected from work and education. Participants are not required to be enrolled in a secondary school to be eligible for YouthWorks employment.

- **Income Requirements:**

Participant School Enrollment Status	Income Eligibility documentation
In-school youth	• For youth enrolled in public school, evidence that the school has determined a student's eligibility for a 'reduced price lunch," or "free lunch", under the federal free or reduced-price lunch program confirms eligibility for YouthWorks • If students attend a school or district that provides free lunch to all students, programs can use confirmation of the school policy to document eligibility on these cases, it is recommended that programs also use an additional method such as self-attestations.
Out-of-school participants or participants for whom administrative records regarding the federal lunch program are not available	• Participant statements of household income and household size (e.g., number of children, siblings, and parents/guardians) may be used as evidence of household income to determine eligibility for participant

A participant must have a family income for the most recent six-month period that does not exceed the annual equivalent of 200% of the Federal poverty guidelines. The 2022 federal poverty guidelines are included in the Appendices. *Note: the federal poverty guidelines (FPG) included in the Appendices are for 2022, the current program year. Updated FPG for the 2023-2024 program year will be provided upon CommCorp's release of the 2023-2024 YouthWorks RFR.* Local program administrators may use methods of documenting family income outlined below. For youth who are still enrolled in school, local administrators can accept evidence of eligibility for free lunch or reduced lunch under the federal program.

[Note: The income level necessary to qualify for a reduced lunch is 185% of poverty level.]

- **Place of Residence:**

The Metro North region consists of the following twenty cities and towns north of Boston: Arlington, Belmont, Burlington, Cambridge, Chelsea, Everett, Malden, Medford, Melrose, North Reading, Reading, Revere, Somerville, Stoneham, Wakefield, Watertown, Wilmington, Winchester, Winthrop, and Woburn.

Applicants outside of our *priority cities (Cambridge, Chelsea, Everett, Somerville, Revere, Malden, and Medford)*, but within *other cities and towns north of Boston (Arlington, Belmont, Burlington, Melrose, North Reading, Reading, Stoneham, Wakefield, Watertown, Wilmington, Winchester, Winthrop, and Woburn),* may also submit proposals to serve youths.

Any youth from the communities served by the workforce investment region who meets the income and age eligibility guidelines may participate fully in the programming. However, MNWB may make funding decisions to ensure services are targeted at the priority cities (Cambridge, Chelsea, Everett, Somerville, Revere, Malden, and Medford).

Required Across all Tiers:

Required Across all Tiers and Approached	
Participant Social Security Numbers (Commonwealth Corporation conducted wage record match)	
Participant-level demographic information, wage/stipend, and hours of core program services	
End of program survey (paper and online versions available)	
Participant Case Study questionnaire (to be completed with a small strategic sub-set)	
Signal Success Competency-Based Portfolio	
Worksite of participant (when applicable)	
20% Vulnerable Youth Analysis Protocol[4]	
Program Connection Analysis Protocol (tracks progression to WIOA and Connecting Activities)[5]	
Additional Requirement by Program Element	
Service-Learning Project	Massachusetts Work Based Learning Plan
Work Placement	Massachusetts Work Based Learning Plan
Sector-Aligned Project-Based Learning Intensives	Project Performance Assessment, deliverable, and self-reflection
Micro-Career Pathway Courses	Course completion status and LinkedIn Skill Assessment results, when applicable

Program Cycles Breakdown

Cycle 1 Period (July 2023 – August 2024)

Programs should be designed to provide each participant with a minimum of 60 program hours of program activity between July 2023 and August 2024.

Cycle 2 Period (September 2023 – May 2024)

It is expected that participants be employed/in training for a minimum of fifteen 15 hours per week within the time frame of September 2023 and May 2024. A June extension can be granted upon request. If, for some reason, there is a sub-set that will not meet this expectation, please include these details in your application. The employment must fulfill the following condition:

- Participants who are 17 and under may be employed for no more than 15 hours per week for any employment that occurs while school is still in session.
- Participants who are 18 and older may be employed for more than 15 hours per week for any employment.

Recognizing not all programs operate at full capacity all year, we encourage programs to identify beginning and ending dates for cohort programming and provide details within their application.

- **Participation and Completion Requirements:**

Participants enrolled in Cycle 1 Period (July 2023 – August 2023)

For a participant to be counted they must have engaged in at least 10 program hours. Participants may take part in programming for as little as five (5) weeks and as many as nine (9) weeks. Programs need to be mindful to support participants with feasible schedules that offer opportunities for substantial skill gain without interfering with educational requirements for in-school youth. For example, a Tier 1 participant might benefit from a 5-week program with an average of 15 hours a week while an older participant in Tier 3 may participate across all nine (9) weeks for an average of 25 hours a week. Participants may complete up to 220 paid hours or programming. The funding allocation and participant targets are based on anticipated costs for an average participant program of 100 to 130 hours.

For participants to be considered completers, they must complete at least 60 programmatic hours. Of these hours:

1. Career readiness hours are based on participant engagement; however, in addition to Signal Success participants may engage in other career readiness activities:
➢ Participants who engage in program activities in Cycle 1 (July through August 2023) only are expected to complete 15 total hours of career readiness training. Of those 15 hours, at least, 10 must be Signal Success. The remaining 5 hours can be of career readiness activities relevant to the participants' tier such as Job Skills, Boot Camps, Career Chats, Mindful Moments, and/or materials to complement Signal Success curriculum.

2. All participants must take part in at least one of the below:
➢ Service Based Learning, Work Placement, Project Based Learning
   Or
➢ Micro Career Pathway Courses (required for Tier 3 participants)

Participants enrolled between July 2023 – May 2024

For a participant to be counted they must have engaged in at least 10 program hours. Participants may take part in programming for as little as 10 weeks and as many as 20 weeks. Programs need to be mindful to support participants with feasible schedules that offer opportunities for substantial skill gain without interfering with educational requirements for in-school youth. For example, a Tier 1 participant might benefit from a 5-week program with an average of 15 hours a week while an older participant in Tier 3 may participate across the program year for an average of 25 hours a week. Please see above for hours of paid programming a participant can engage in based on Tier. The funding allocation and participant targets are based on anticipated costs for an average participant program of 100 to 130 hours.

If a participant engages in program activities throughout the entire program year, they are expected to engage in a combined total of, at least, 30 hours of career readiness programming over the course of the year. Of those 30 hours, at least, 25 must be Signal Success. The remaining 5 hours can be of career readiness activities relevant to the participants' tier such as Job Skills, Boot Camps, Career Chats, and/or materials to complement Signal Success curriculum.

Allowable Expenditures

Focus on Youth Wage: Across the full budget of the grant at least 60% of overall funding must be spent on youth wages, stipends, and support services. Support Services include:

- Clothing/uniforms for vocational programming/employment
- Electronic devices such as laptops, webcams, and Chromebooks and internet access support services
- Transportation for youth participants
- Bus/train passes
- Food for youth participants
- Gift cards or other financial incentives (such as bonuses) for youth are permissible to a maximum of $350 per youth for the duration of the grant period if they are tied to program milestones and do not occur in any single increment greater than $100.
- In some cases, GED or HiSET testing fees and driver's licenses/state identification may be expended with prior approval from Commonwealth Corporation

A maximum of 40% of the total funds may be spent on the following

- Salaries and related personnel costs of outreach, counseling, instructional and job site supervisory staff.
- Note: No funds provided under this program may be used to support the salaries of existing permanent staff at any agency or facility at which youth are employed other than for that portion of their time which these staff spend supervising youth who are assigned directly to them; all such time allocations must be fully documented and are subject to approval by Commonwealth Corporation.

Indirect Rates:

Programs may use 10% of their total allocation toward indirect costs.

Additional Guidelines:

YouthWorks grantees' approved line-item grant budget will reflect the guidelines listed below. All line items must be described in the budget narrative worksheets in the budget template. Failure to obtain prior approval from Commonwealth Corporation for expenses outside and/or more than these guidelines may result in non-payment from Commonwealth Corporation.

Allowable expenses include:

- Clothing/uniforms for vocational programming/employment
- Electronic devices such as laptops, webcams, and Chromebooks and internet access support services
- Transportation for youth participants
- Bus/train passes
- Van/bus rental
- Vocational, or supplemental career readiness materials including certification materials and testing fees
- Food for youth participants
- Youth stipends/wages
- Gift cards or other financial incentives (such as bonuses) for youth are permissible to a maximum of $350 per participant for the duration of the grant period if they are tied to program milestones and do not occur in any single increment greater than $100.
- Computer software
- Equipment rental
- Cell phone reimbursement for the program staff persons serving YouthWorks participants
- Youth and employer outreach materials

- Mileage for program staff (for the YouthWorks grant) in relation to services rendered under the YouthWorks grant. Reimbursement will be provided for mileage only (at the current reimbursement rate of the grantee's fiscal agent)
- In some cases, GED or HiSET testing fees and driver's licenses/state identification may be expended with prior approval from Commonwealth Corporation
- Salaries and related personnel costs of outreach, counseling, instructional and job site supervisory staff
- Other costs directly related to the program

Non-allowable expenses include:

- Staff bonuses, incentives and/or gifts
- Equipment (defined as any item of tangible personal property having a per-unit cost greater than $5,000 and a useful economic life of more than three years). Property purchased with grant funds and used for grant purposes that does not meet the definition of 'equipment' would fall into the budget category of supplies and materials
- Indirect costs that exceed 10% of the total budget
- Mileage reimbursement not related to the YouthWorks grant
- Any expenses in excess of the contracted grant amount or outside the contracted grant period
- Any expenses outside of the approved budget

Financial Match Requirements

Grantees are assigned regional private sector match targets of at least 10% cash match for program expenditures. To be considered***, match must come from private sector commitments*** – additional wages for youth – and not from other public funds that may be used to support the program.

Match can be documented as paid placements in any brokered youth employment programs including Connecting Activities. Additional details on the match requirements can be found below.

Ten percent match is expected, but it is not required to be cash match. Grantees are not required to provide a cash match for program expenditures; however, the YouthWorks appropriation specifies that funds provided by the General Court shall be matched by private organizations. The Commonwealth expects each grantee to generate a private sector match equal to 10% of the local allocation for the YouthWorks program. The match can be achieved through grants or in-kind contributions made by private-sector employers to the workforce region or through private-sector wages paid to youth who are eligible for YouthWorks. Private-sector employers includes private-sector enterprises and private nonprofit organizations such as private hospitals, colleges, universities, and others.

Failure to provide sufficient local, private sector match may be considered by the Commonwealth as a factor in establishing allocation levels for next year's YouthWorks program.

Cash Requests/Invoices

PAYMENT SCHEDULE

- Payments under this contract are on a cost-reimbursement basis.
- All payments to the Contractor are contingent upon receiving funds from the Commonwealth Corporation.
- The Contractor shall submit requests for reimbursement on a monthly basis. Requests shall be submitted 10 days following the close of the month. The final invoice shall be submitted no later than 10 days following the end date of this contract.
- MNWB reserve the right to modify the payment schedule should situations arise, or changes are made by the funder that warrant such modification.
- All invoices that include staff costs must be accompanied by relevant backup documentation verifying disbursement of funds and staff charges to the funds covered under this contract.
- MNWB will commence the payment process upon receipt of complete and accurate invoices. Missing and/or incomplete invoices will delay the payment process.
- Payment to the Contractor will be made within 30 days of receiving complete and accurate invoices.
- MNWB will accept requests for reimbursement from the President/CEO/Executive Director of the Contractor or an authorized fiscal representative.

Publicity

To ensure that we have the most current information, partners are asked to submit copies of any publicity regarding youth programs – newspaper stories, newsletter articles, etc. – to the MNWB, which would then be also shared with the Commonwealth Corporation.

YouthWorks Confidentiality Statement and Release Form

Program operators must have all YouthWorks participants complete the Confidentiality Statement and Release Form (**Attachment 2**) to ensure that participants have signed off on the release of participant record data including social security numbers.

Narrative Final Report

(Final Report Form will be provided to all grantees.)

Grantees must submit a **Final Report to the YouthWorks database (date TBD)**.

Expectations for Grant Administration for 2023-24

Commonwealth Corporation seeks the following from all grantees:

1. Regular submission of cash requests during the program
2. Monthly submission of invoices and back-up documentation reconciling cash requests and invoice amounts.
3. Regular data entry of total enrollment numbers on a weekly basis during active performance periods.
4. Timely contract closeout – submission of final invoices and reports.
5. Complete and accurate reporting of participants – All YouthWorks participants must report social security numbers for evaluation purposes. **Additionally, for a participant to be counted they must have received at least 10 program hours. These 10 hours can be any combination of work hours and *Signal Success* workshops.**
6. Engage participants in Commonwealth Corporation programming including but not limited to participants engaging in, at least, one Career Chat.
7. Recruit and make best efforts to retain participants.
8. Attend statewide, regional, and local meetings.
9. Support the organizing of regional site visits by Commonwealth Corporation, YouthWorks, team members.
10. More complete reporting of local program leverage – the YouthWorks database asks grantees to report whether a YouthWorks participant is co-enrolled in certain other programs, including WIOA Title I youth, Connecting Activities, and others. This portion of the data record has not always been filled out. We ask grantees to take extra steps to ensure the full reporting of program leverage information. **Please note:** that final invoices will not be paid prior to completed database submission.

Other Resource Connection

Connecting Activities: YouthWorks is committed to making intentional connections with the statewide Connecting Activities program (CA). Connecting Activities funds pay for staff to recruit employers; prepare and place students in work-based learning opportunities such as YouthWorks; and structure those experiences using the Massachusetts Work-Based Learning Plan. Information about Connecting Activities is

available at **http://www.massconnecting.org/**. Suggestions for aligning YouthWorks and Connecting Activities include the following:

1. Program managers work with CA staff in local high schools to provide outreach information about YouthWorks programming.
2. Find out what students in local YW/CA high schools are at risk of dropping out, becoming homeless, or in DYS or DCF custody. Ensure that that school student-support staff have YW enrollment materials.
3. Where feasible, support the transition of YW participants into CA school programming so that schools can be deliberate about capturing program experiences in college and career planning.

MassHire Metro North Workforce Board Application Process and Deadlines

- **Guidelines for Submission:**

1. MNWB is releasing this RFP in preparation for future Youthwork programs prior to the CommCorp RFR launch and receiving funding for year 2023-24.
2. All applicants must submit the *2023-2024 Application and Program Plan Summary, Program Narrative for the Cycle 1 & Cycle 2, YouthWorks Program Budget Narrative Form, and YouthWorks Confidentiality Statement and Release Form,* fully completed (find all documents attached)
3. Interested applicants may attend an information Webinar on Monday, October 24th (time TBD).
4. The deadline to submit proposals is by 6:00PM on Monday, November 28th. All proposals must be submitted to **rfp@masshiremetronorth.org** and CC the Youth Programs Manager and Senior Program Director -- **gsantana@masshiremetronorth.org** and **twalsh@masshiremetronorth.org**.
5. The Commonwealth Corporation has informed the MNWB that its tentative launching date for their RFR is December 15th. However, this is only preliminary information and the MNWB will keep applicants informed of the process as we receive information.
6. **Document Format**
    1. Responses must be submitted as a single PDF document
    2. Numbered pages
    3. All applicable questions must be answered in detail

- **Review and Evaluation Process:**

1. Applications will first be reviewed by the Youth Programs Manager and Senior

    Director of Youth Programs to ensure minimum criteria are met. Proposals that do not meet minimum standards will be considered non-responsive and will not be reviewed. Failure to meet minimum criteria can include, but is not limited to, nonresponsive language in the submission, failure to clearly address all areas in the project narrative as required, lack of required documentation, and proposing programs which do not address the services and requirements contained in this RFP.

2. Once applications have gone through the first review process, proposals will be evaluated by the MNWB CEO, and the Youth team. Proposals will be evaluated based on program structure, quality responses, and qualifications of applicants.
3. Applicants will be let know of results on December 9th.
4. **Note**: Submission of an RFP does not in any way obligate the MNWB to award a contract. The MNWB reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP. The MNWB reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary.

- **Request for Additional Information:**

1. MNWB will reach out to applicants for additional information that may be required to complete the Commonwealth Corporation RFR 2023-24.

Dates	Documents
Monday, October 17th,2022	RFR Release
Monday, October 31st, 2022	Information Webinar
Monday, November 7th, 2022	LOI due (optional)
Monday, November 28th, 2022	RFR Submission due
Monday, December 12th 2022	Applicants notified of outcome
December (TBD)	Comm Corp RFR release, MWNB submits region wide response with selected partners

2023-2024 Application and Program Plan Summary

Provide the start and end dates and the number of planned enrollments for each planned cohort (group) of participants. If in either Cycle 1 or Cycle 2 you are planning to enroll more than one cohort of participants with different start and end dates, please provide the planned number of enrollments and start and end date for each cohort.

Period	Planned Number of Enrollments			Start Date	End Date
Cycle 1 Period (July – August 2023)	Tier 1	Tier 2	Tier 3		
Cycle 2 Period (September 2023 – May 2024)					

It is expected that participants be employed/in training for a minimum of fifteen 15 hours per week within the time frame of September 2022 and May 2023. Is there a sub-set of participants who will not align with that approach? If so, please provide details below:

If you requested and were awarded Option 3 funding through June 2023, for the purposes of scaling your program to support participants between the ages of 22 – 25, please provide the following information. If you did not request/receive funding, but will be piloting programming for this age group, please also provide the following information:

Recruitment strategy of participants	Will you recruit new partners to specifically place/support participants in this age group	Recruitment strategy of partners	Placement strategy	Projected number of enrollments in age group

Provide an overview of your planned activities in each month from April 2023 through June 2024, using the table below.

Month	Planned Activities
April 2023	*Ex: Recruitment of participants begin; hiring of FTE; outreach of new partners*
May 2023	
June 2023	
July 2023	
August 2023	
September 2023	
October 2023	

November 2023	
December 2023	
January 2024	
February 2024	
March 2024	
April 2024	
May 2024	
June 2024	

1. Program Operations and Administration

   a. Describe your process for **program monitoring** including workshop and worksite reviews, and fiscal monitoring of operators and subcontractors.

   b. Describe basic **payroll procedures**.

   c. Describe procedures and protocols in place for **ensuring data security and confidentiality** (hard copy files and electronic storage).

2. How will **eligibility determination be conducted**? If you plan to have program partners operating distinct programs, please answer this question for each organization/program.

3. How will the flow of information be managed and documented such that youth eligibility will be determined in advance of the projected start date for participation? *If you plan to have program partners operating distinct programs, please answer this question for each organization/program.*

4. Staffing Plan - Complete the chart below. *If you plan to have program partners operating distinct programs, please include staffing plan information for each organization/program.*

   a. *If you did not previously make an FTE funding request through the supplemental application and are interested in making the request now, please indicate resource request in addition to including a job description. Approval is subject to resource availability.*

Staff Name and Title (for staff not yet hired, please provide title)	Name of Organization	Main Responsibilities for This Grant	Anticipated date of hire.

5. Please briefly explain how **wages, stipends and incentives** will be utilized to prioritize opportunities for youth to earn and

access financial resources as well as to promote program retention and completion. *If you plan to have program partners operating distinct programs, please answer this question for each organization/program.*

6. Detail your **case management** approach and be sure to indicate what tools and strategiesyou will use to connect with participants remotely as well as which services will be in-person. For any in-person case management, please provide a backup remote plan. *If you plan to have program partners operating distinct programs, please answer this question for each organization/program.*

7. Detail the **support services** that you plan to provide to participants. *If you plan to have program partners operating distinct programs, please answer this question for each organization/program.*

8. Please use the chart below to indicate the number of YouthWorks peer leaders you intend to recruit and hire and for which Program Period. *If you plan to have program partners operating distinct programs, please provide the information for each organization/program and list the organization name. Add rows as needed.*

Period	Number of YouthWorks Peer Leaders	Organization Name
Cycle 1 (July – August 2023)		
Cycle 2 (September 2023 – May 2024)		

9. Employer Outreach & Partnership Development

a. Are you planning to engage additional employers?

b. If applicable, provide a sample list of employers who will provide subsidized work placements (remote, hybrid or in-person). If your program intends to provide in-person placements, briefly describe what contingencies you have planned to make sure youth can continue programming in the event that the in-person workplace is not viable forany period of time beyond an isolated day. *If you plan to have program partners operating distinct programs, please answer this question for each organization/program.*

c. If applicable, provide a sample list of partner organizations that you intend to work with to provide service-learning experiences. Indicate whether these service-learning projects will beremote, hybrid or in-person. For any in-person service-learning programs, briefly describe what contingencies you have planned to make sure youth can continue programming if the in-person programming is not viable for any period beyond an isolated day.

d. Please provide list of name(s) of staff, community partners or employers who would bewilling to devote one hour to participating in a career chat with participants. Include a direct email contact or the best person to contact who can facilitate an introduction to a member of our team.

10. **Budget and Budget Narrative** - Complete the project budget template spreadsheet. On the Grantee Narrative Budget worksheet, provide line-item budget and budget narrative detail for <u>your</u> organization for the Cycle 1 (July – August 2023) and Cycle 2 (September 2023 – June 2024) periods. On separate Budget Narrative Partner worksheets (one for each of your partner organizations), provide line-item budget and budget narrative detail for each partner organization for the Cycle 1 (July – August 2023) and Cycle 2 (September 2023 – June 2024) periods. These worksheets are linked to and will populate a Regional Rollup worksheet.

NOTE: Please use the budget template to indicate your projected spending. If you do not believe your region can/will spend all funds allocated to your region, your budget should reflect this projection. Commonwealth Corporation will work with all regions to review program plans and budgets to support the expanding of capacity.

Program Narrative for the Cycle 1 Period (July – August 2023)

1. **Target Population and Programmatic Approach**

    a. Will your region provide a single program or multiple distinct programs?

    b. If your program will be providing multiple distinct programs, complete this table:

Name of Program	Name of Organization Operating the Program	Planned Number of Participants

    c. Complete the table below. *If your region will be providing multiple distinct programs, **please reproduce the table and complete a separate one for each program.***

Question	Response
What are total number of participants you plan to serve?	
What % of the participants do you estimate will be in school youth?	
Keeping in mind that participants can take part in multiple program components, what percent of youth do you estimate will participate in a…	
• Service-learning project?	
• Subsidized work placement?	
• At least one of the, sector-aligned, Project Based Learning?	
• At least one of the Micro-Career Pathway Courses?	
• Is there a course topic you would be interested in CommCorp providing in partnership with our vendors? If yes, please provide.	
What % of participants will be engaged in each of the following program models.	

Model	Target %
Predominately In-Person with Virtual Career Development	
Hybrid (mix of in-person and virtual program elements- for example in-person work placement paired with virtual career pathway course)	
Virtual (all core program elements delivered virtually)	

2. **The Service and Project-Based Learning Tier (Tier 1):** *If you plan to have program partners operating distinct programs, please answer these questions for each organization/program.*

    a. (If applicable) Provide details about the individual placements. Please discuss how these placements will be different from subsidized placements for older youth. How were employers identified for this tier of services? How will participants be matched with sites? What is the rangeindustries and careers that participants will learn about?

    b. (If applicable) Provide details about any service learning models that your program intends to offer. Please discuss how the program will be structured and include information about the project orprojects that youth will complete. What skills will the participants learn? How will the program be structured to include assessment and growth? How will the project connect with specific careers? How will the program support the active engagement of the whole cohort at one time?

    c. How does your programming provide mentorship opportunities from older near peers and/ or working professionals?

    d. In what ways will this program foster stronger career awareness and career exploration?

    e. Please provide details of your case management practices for this tier.

    f. If any, which project-based learning offerings will be included for this tier?

3. **The Early and Career Trajectory Experiences Tier (Tier 2):** *If you plan to have program partners operating distinct programs, please answer these questions for each organization/program.*

    a. Describe your rate of private sector employer participation from past years and what percentage of placements you anticipate coming from the private sector. If you currentlyhave limited or no private sector YouthWorks placements, please explain if and how you offer other programming or support that does connect youth to private sector opportunities.

    b. Do you provide returning participants with progressively challenging placements? If so, please describe your approach.

    c. How does your programming provide mentorship opportunities from working professionals?

    d. If any, which project-based learning offerings will be included for this tier?

    e. Please provide details of your case management practices for this tier.

    f. If any, which micro career pathway courses will be included for this tier?

4. **The Career Pathway Programming and Support Tier (Tier 3):** *If you plan to have program partners operating distinct programs, please answer these questions for each organization/program.*

    a. What additional program components will you align to these offerings to develop a more comprehensive career pathway approach?

    b. Detail how the case management will be similar and distinct from the case management approach used in other tiers of the program.

Program Narrative for the Cycle 2 Period (September 2023-June 2024)

1. **Target Population and Programmatic Approach**

   a. Will your region provide a single program or multiple distinct programs?

   b. If your program will be providing multiple distinct programs, complete this table:

Name of Program	Name of organization operating the program	Planned number of participants	How many participants are expected to have participated in summer

   c. Complete the table below. *If your region will be providing multiple distinct programs, please reproduce the table and complete a separate one for each program.*

Question	Response
Expected number of enrollments?	
• Tier One target enrollment number?	
• Tier Two target enrollment number?	
• Tier Three target enrollment number?	
• How many participants in Tier 3 are expected to be between the ages of 22-25?	
What % of the participants do you estimate will be youth in school?	
Keeping in mind that participants can take part in multiple program components, what percent of youth do you estimate will participate in a…	
• Service-learning project?	
• Subsidized work placement?	
• At least one of the, sector-aligned, Project Based Learning Intensives?	
• At least one of the Micro-Career Pathway Courses?	
What % of participants will be engaged in each of the following program models:	
Model	**Target %**
Predominantly In-Person with Virtual Career Development	

Hybrid (mix of in-person and virtual program elements – for example in-person work placement paired with virtual career pathway course)	
Virtual (all core program elements delivered virtually)	

2. **The Service and Project-Based Learning (Tier 1):** *If you plan to have program partners operating distinct programs, please answer these questions for each organization/program.*

   a. (If applicable) Provide details about the individual placements. Please discuss how these placements will be different from subsidized placements for older youth. How were employers identified for this tier of services? How will participants be matched with sites? What is the range industries and careers that participants will learn about?

   b. (If applicable) Provide details about any service learning models that your program intends to offer. Please discuss how the program will be structured and include information about the project or projects that youth will complete. What skills will the participants learn? How will the program be structured to include assessment and growth? How will the project connect with specific careers? How will the program support the active engagement of the whole cohort at one time?

   c. How does your programming provide mentorship opportunities from older near peers and/ or working professionals?

   d. In what ways will this program foster stronger career awareness and career exploration?

   e. Please provide details of your case management practices for this tier.

   f. If any, which project-based learning offerings will be included for this tier?

3. **The Early and Career Trajectory Employment Experiences (Tier 2)**: *If you plan to have program partners operating distinct programs, please answer these questions for each organization/program.*

   a. Describe your rate of private sector employer participation from past years and what percentage of placements you anticipate coming from the private sector. If you currently have limited or no private sector YouthWorks placements, please explain if and how you offer other programming or support that does connect youth to private sector opportunities.

   b. Do you provide returning participants with progressively challenging placements? If so, please describe your approach.

   c. How does your programming provide mentorship opportunities from working professionals?

   d. Please provide details of your case management practices for this tier.

e. If any, which project-based learning offerings will be included for this tier?

f. If any, which micro career pathway courses will be included for this tier?

4. The Career Pathway Programming and Support (Tier 3): *If you plan to have program partners operating distinct programs, please answer these questions for each organization/program.*

a. Include details of pathway courses created and facilitated by the region for participants in Tier 3.

b. If any, which project-based learning offerings will be included for this tier?

c. What additional program components will you align to these offerings to develop a more comprehensive career pathway approach?

d. Detail how the case management will be similar and distinct from the case management approach used in other tiers of the program.

Attachment 1

2022 Poverty Guidelines for the 48 Contiguous United States

Family Size		Annual Income			Monthly Income	
		Poverty Level	200% Poverty Level		Poverty Level	200% Poverty Level
1		$13,590	$27,180		$1,133	$2,265
2		$18,310	$36,620		$1,526	$3,052
3		$23,030	$46,060		$1,919	$3,838
4		$27,750	$55,500		$2,313	$4,625
5		$32,470	$64,940		$2,706	$5,412
6		$37,190	$74,380		$3,099	$6,198
7		$41,910	$83,820		$3,493	$6,985
8		$46,630	$93,260		$3,886	$7,772
Each additional family member:		$4,720	$9,440		$393	$787

Note: Poverty guidelines are updated periodically in the *Federal Register* by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. § 9902(2). The guidelines for 2022 went into effect as of January 12, 2022. The Federal Register notice was published January 21, 2022 and can be viewed at : https://www.federalregister.gov/documents/2022/01/21/2022-01166/annual-update-of-the-hhs-poverty-guidelines

Attachment 2

YouthWorks Confidentiality Statement and Release Form

The program you are about to enter is paid for by the state of Massachusetts; Commonwealth Corporation runs the program for the state and needs to be able to report how well the program is working and whether it is meeting its goals.

Being able to show that teens and young adults who take part in work-readiness training and temporary job placements are succeeding in the workplace and in related educational programs is important. It helps continue the program funding. We will keep this information confidential. Thank you for your assistance.

_____

To be completed by the participant:

I, _____, agree to allow (local program name) _____ to give information about my job placement, my pay, as well as other information from interviews, reports from career counselors, employers or other sources. I understand that information I give to project staff about myself will be kept confidential while also being used to generate reports on how the program is running.

I understand that giving my Social Security number is part of the program application. I further understand that this information will be used to get state employment information necessary to evaluate the program; my identity (my name, address, etc.) will <u>not</u> be connected to the information obtained by the state.

Sign your name _____ Date: _____

Attachment 3
YouthWorks Guidance on Stipends and Incentives

A **stipend** payment is given to people who are participating in an internship, project-based learning opportunity, apprenticeship, or a fellowship, and represents a payment to help the recipient defray living expenses. **A stipend is typically not based on the number of hours worked in a week, but rather on a prearranged set of factors regarding the type and amount of work that is expected be completed in a period.** It represents a payment that enables somebody to be exempt from waged or salaried employment to undertake a role that is normally unpaid.

- ✓ Program staff are responsible for documenting the project assignments and successful completion of project/ learning program components.
- ✓ Program staff may assign youth to classes, learning sessions and/ or workshops for completion for a stipend to be awarded.
- ✓ If the participants are not employees, the program will **not** be responsible for social security taxes, nor any payroll withholdings.[11]
- ✓ Often programs will not use payroll to manage this system as there is no tax responsibility.
- ✓ The program WILL issue a 1099 MISC to the student/ young person at year-end tracking payments made. A 1099 MISC should be issued for any stipends above $600 annually.
- ✓ Students and sites are encouraged to seek tax advice regarding the 1099 MISC and student income tax, specifically the student's eligibility for the earned income tax credit.
- ✓ When programs offer a stipend as part of learning program, the student/ young person is not an employee and therefore will not be eligible for worker's compensation insurance coverage; instead, programs should be sure to have a clear student/intern accident policy.[12]

Incentives are often used by youth programs to encourage certain behavior by program participants – a $50 gift card in exchange for good attendance; a ticket to an amusement park to recognize program completion; $100 gift card for completing a diploma or job certification.

- ✓ Incentives are not wages, since they do not represent value transferred in exchange for services performed within an employer-employee relationship.
- ✓ Use of incentives should be tracked by the youth-serving program with documentation on the type of incentive, amount of incentive, and program recipient name
- ✓ If the amount of the gift cards alone or the gift cards combined with the stipends exceeds $600 annually, the value of the gift cards also need to be documented in the 1099 MISC.

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[11] The SS-8 form from the IRS allows organizations or workers a formal process for establishing payments that are not subject to employment taxes and income tax withholding. To access the form: https://www.irs.gov/pub/irs-pdf/fss8.pdf and to view a completed sample: https://tinyurl.com/y2o7mcyc

[12] All YouthWorks participants who have actual placements (in-person and virtual) must receive a wage, have a work permit (if under 18), and be covered by the employer of record's worker's compensation policy. Also, programs may not ask youth or their parents to waive their rights to worker's compensation benefits.