



Q&A Session

MASSHIRE METRO NORTH WORKFORCE BOARD

YouthWorks Program

In partnership with the Commonwealth Corporation



What is YouthWorks?





YouthWorks is a state-funded youth employment program that helps teens and young adults gain the skills and experience needed to find and keep jobs. From first jobs to leadership development, from skills training to career exploration, YouthWorks provides Massachusetts teens and young adults with a chance to work, learn and thrive. YouthWorks helps young people get the skills and experience needed to enter the workforce and to begin to design a path toward sustained success.

The MNWB is able to provide this opportunity through YouthWorks funding provided by Commonwealth Corporation (CommCorp).

TIER 1

SERVICE AND PROJECT-BASED LEARNING

14-15 year-old participants

Cycle 1 (Jul-Aug): 60-130 program hours

Cycle 2 (Sep-May): 40-300 program hours

TIER 2

EARLY CAREER-TRAJECTORY EXPERIENCES

16-21 year-old participants

Cycle 1 (Jul-Aug): 100-220 program hours

Cycle 2 (Sep-May): 40-300 program hours

TIER 3

CAREER PATHWAY TRAINING AND SUPPORT

18-25 year-old participants

Cycle 1 (Jul-Aug): 120-220 program hours

Cycle 2 (Sep-May): 40-320 program hours

TIER 4 (TBD)

CommCorp has announced that there will be a new Tier (4) for the upcoming year.

INTERNSHIP

- 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.

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- Signal Success: Building a Professional Self.
- Subsidized work placements -- pre-apprenticeships, youth-focused apprenticeships, transitional jobs, and other types of integrated education and training models connecting young workers with credentials and career pathways.
- A combination of supervisor-based mentorship opportunities and/or collaboration and leadership development from near peers and working professionals.
- 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.

3 TIER

- Signal Success: Crafting a Career Path.
- Career pathway planning and individual case management support.
- Micro career pathway courses aligned with a specific career or industry.
- Local structured and credentialed programming.

Program Breakdown

Cycle 1 (July-August)

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.

Cycle 2 (September-May)

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.

Additional Information to keep in mind

Cycle 1 (July-August)

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 (September-May)

Participants must be employed/in training for a minimum of 15 hours per week within the time frame of September 2023 and May 2024. 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.

Programs Eligibility & Requirements

- Plan for and support a full age, stage, and path approach to programming for participants up to 25-years of age.
- Intentional recruitment process to provide support for youths with high needs.
- All programs must identify additional modes of case management beyond email and voicemails if operating only virtually.
- Develop customized success plan and, monitor and evaluate participants progress throughout the program
- Youths work placements based on career interests, or site interests -- MNWB.

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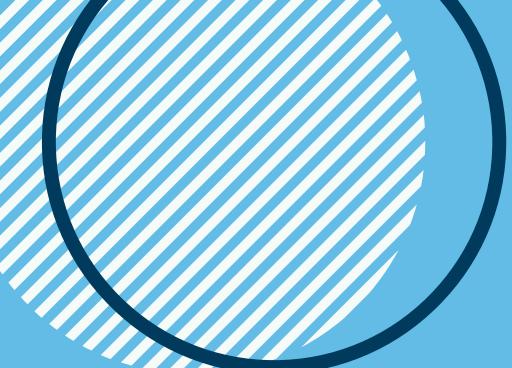
Programs Eligibility & Requirements

- Provide opportunities for youths with disabilities -- this is not mandatory but highly encouraged by the MNWB.
- Materials and resources are provided in different languages -- this is not mandatory, but it is highly encouraged by the MNWB due to the diversity of our region.
- Partners will be required to submit written reports to provide Commonwealth Corporation and the MassHire Metro North Workforce Board detailed information on: support needed within the region, youths' engagement in relevant activities, and overall participants data.
- Partners are required to track and upload all youth data to the YouthWorks database
- Partners are required to have bi-weekly check-ins through the summer (Cycle 1) and monthly check-ins throughout year-round (Cycle 2)

Youth Eligibility

- Participation in a Youthworks program is limited to residents of the Metro North region who meet the requirements.
- Participants must be between the ages of 14 and 25 years-old.
- Participants must have a family income for the most recent six period that does not exceed the annual equivalent of 200% of the Federal poverty guidelines.
- Participants must live in one of our priority cities -- Cambridge, Chelsea, Everett, Somerville, Revere, Malden, Medford, and Woburn





Guidelines for Submission

1. MNWB is releasing this RFP in preparation for future Youthwork programs prior to the CommCorp RFR launch in December
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)
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 Director of Youth Programs -- gsantana@masshiremetronorth.org and twalsh@masshiremetronorth.org.
5. 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

MNWB RFP SUBMISSION

Due November 28th

COMMERCORP RFP RELEASE

December 15th is the release date for the CommCorp RFP

APPLICATION STATUS NOTIFICATION

March 1st, 2023

MNWB FINAL DECISION

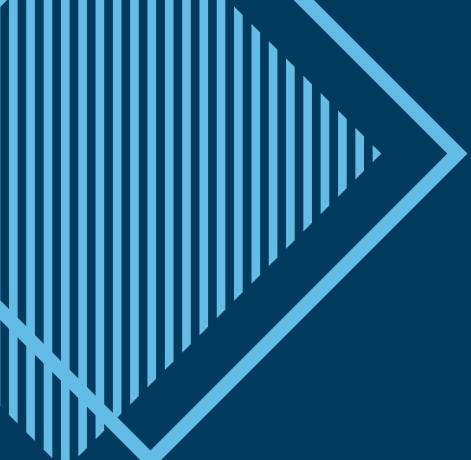
Applicants will be informed of outcome

COMMERCORP RFP DUE DATE FOR SUBMISSION

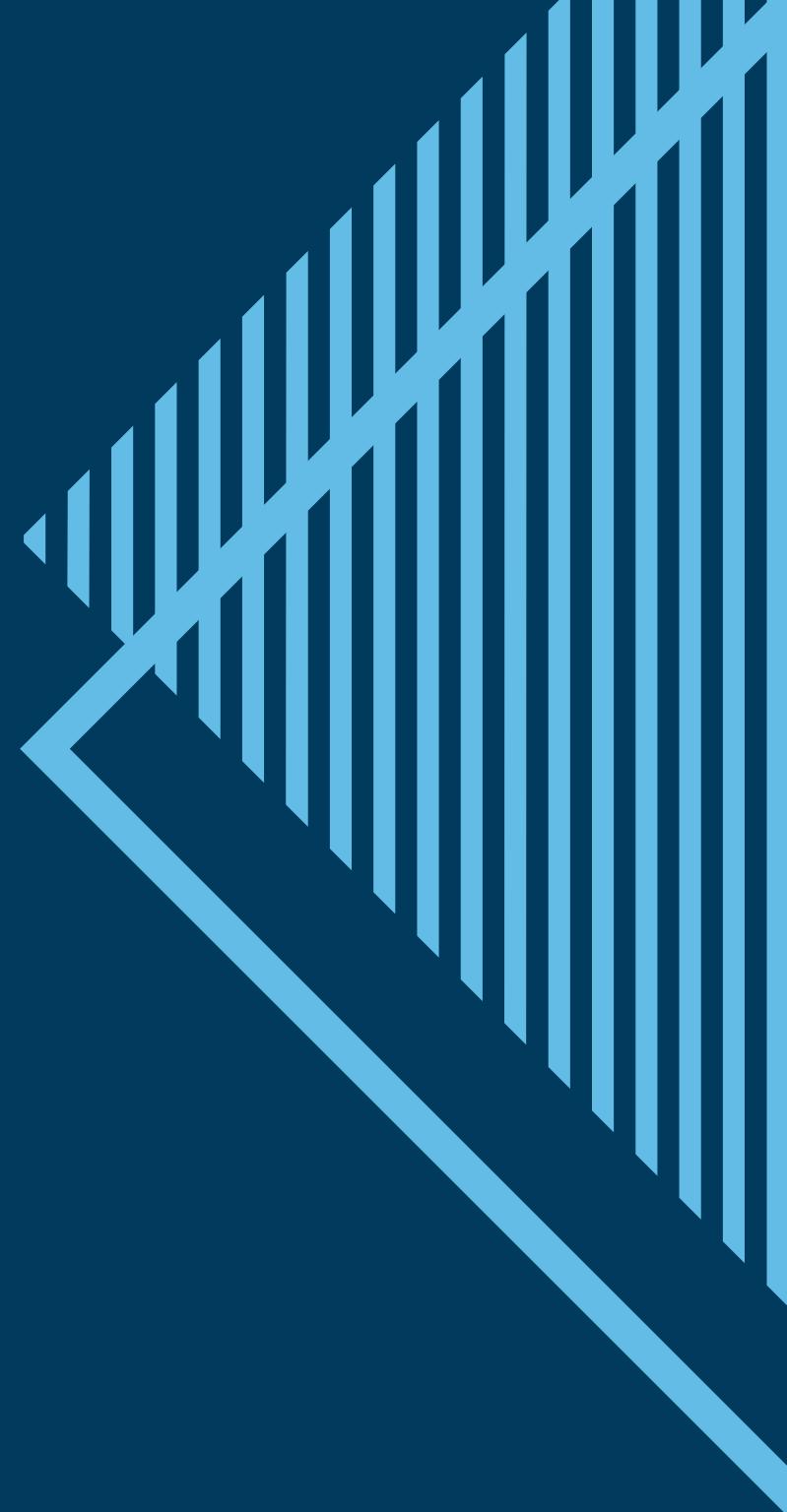
The due date to submit proposals to CommCorp is February 17th.

CONTRACT WITH COMMERCORP STARTS

April 3rd, 2023

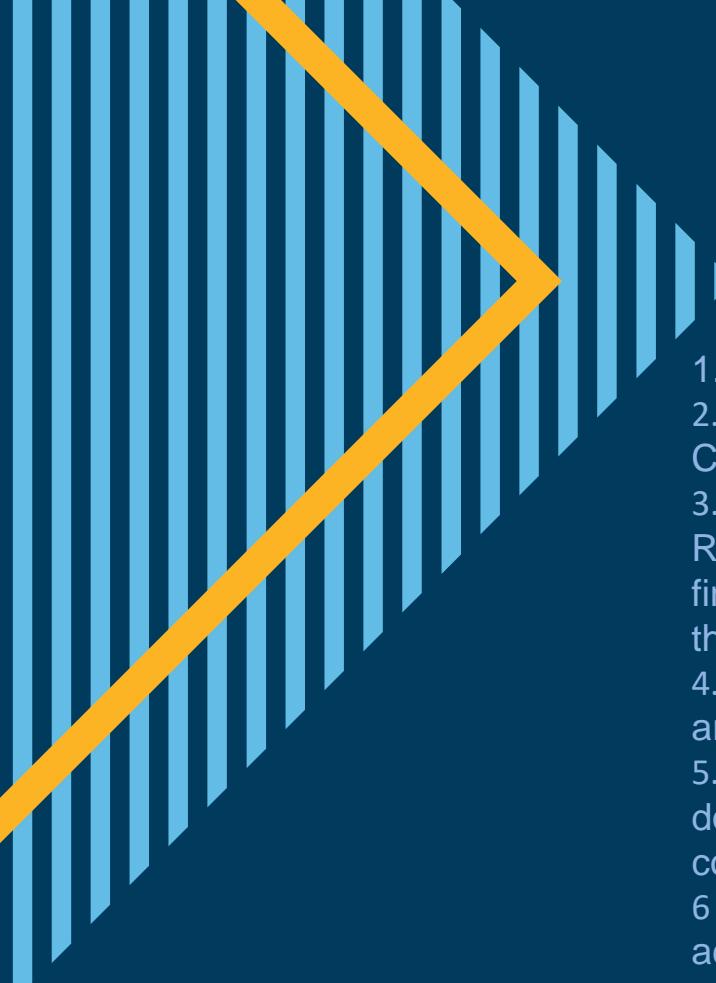


ADDITIONAL INFORMATION TO KEEP IN MIND



FINAL MATCH REQUIREMENT:

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.



Cash Requests/Invoices

- 1. Payments under this contract are on a cost-reimbursement basis.
 - 2. All payments to the Contractor are contingent upon receiving funds from the Commonwealth Corporation.
 - 3. 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.
 - 4. MNWB reserve the right to modify the payment schedule should situations arise, or changes are made by the funder that warrant such modification.
 - 5. 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.
 - 6 MNWB will commence the payment process upon receipt of complete and accurate invoices. Missing and/or incomplete invoices will delay the payment process.
 - 7. Payment to the Contractor will be made within 30 days of receiving complete and accurate invoices.
 - 8. MNWB will accept requests for reimbursement from the President/CEO/Executive Director of the Contractor or an authorized fiscal representative.
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Please reach out to:

rfp@masshiremetronorth.org and
gsantana@masshiremetronorth.org

Thank you! The Mass Metra logo features the word "MASS" in large green letters. Below it, the words "Metra" and "Intercept" are stacked vertically in blue. The background of the logo is a blue and white diagonal striped pattern.