



**YouthWorks Year-Round Program  
FY2018-19**

**Request for Proposals**

Issued on behalf of:

Governor Charles D. Baker

and

Rosalin Acosta  
Secretary, Labor and Workforce Development

June 7, 2018

## YouthWorks 2018-19 – Year-Round Jobs for Youth Placed at Risk

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**Overview:** As part of a competitive application process, the YouthWorks Year-Round 2018/19 program will support the development and delivery of innovative extensions of the YouthWorks model to increase high quality career pathway opportunities for participants. The goal of the 2018/19 year-round program is to provide youth participants with quality skill development and work-based learning opportunities while building ongoing local capacity for sustained program improvements in current and future rounds of YouthWorks.

Programs can operate during the period from September 2018 to May 2019, and choose from two programmatic/ funding opportunities. The first option would support programs who want to implement a career pathway component during this timeline and allow for funds to support strategic planning of how the programming from 18-19 can be sustained or expanded in subsequent summer and/or year-round employment and training programs. The second option would provide funding to programs who want to continue to serve participants with the traditional YouthWorks model while also engaging in planning to implement a career pathway innovation component in the upcoming summer and/or year-round employment and training programs.

**Program design - Option A:** Applicants will develop and implement a career pathway component designed for a small cohort of ten to twenty-eight youth participants with the goal of providing programming to increase exploration, awareness, and/or skill building relevant to a particular industry or occupation. Possible program innovations include, but are not limited to:

- Occupational training models with relevant industry certifications
- Job placements focused on a particular industry and supported by additional career awareness and exploration activities
- Work based learning and skills training linked to pre-apprenticeship certification
- Structured mentoring paired with work based learning projects or work experiences
- Early career pipeline programming for older participants coordinated with specific employer partnerships

Applicants must define a singular industry or occupational focus and demonstrate an ability to provide the relevant expertise, support, equipment and related resources for the programming. For example, if the applicants choose to support a technical skill building program focused on coding, applicants would need to provide a qualified instructor and sufficient numbers of computers and software to run a cohort of participants. Similarly, if the program includes mentoring, the applicant must demonstrate a capacity to recruit, train and support appropriate mentors either directly or in partnership. Applicants are encouraged to collaborate with schools with Chapter 74 approved vocational-technical programs, schools participating in MA High Quality College and Career Pathways Initiative, community colleges, public agencies, employers or community-based organizations focused on workforce development.

To ensure that resources are optimized for a smaller group of participants, applicants should submit a proposal for programs in **one** of the region's YouthWorks target cities.

In addition to proposing a specific program design implementation for a career pathway component, applicants should also outline a proposed planning process both leading into the implementation and also alongside the programming in order to support the plan to sustain or expand the programming in subsequent summer and/or year-round Youth Works employment and training programs.

**Preference will be given to Option A proposals that include:**

- The inclusion of regional labor market data used to identify the need for additional career exploration and training in the proposed industry or occupation;
- A program model that includes strategic pairing of summer and year-round so that subset of YouthWorks participants can experience a sustained and progressively sequenced set of work and learning experiences
- A strategic blending of work-related experiences (i.e., job shadow, field trip, interview practice sessions with industry employers, etc.);
- A defined recruitment process that includes assessing potential participants' fit for the program in terms on interests, skills, and ability to complete the programming;
- A clear plan for participant retention, including thoughtful consideration and allocation of funds for youth wages and/ or stipends;
- The ability to support participants in attaining work experience, credentials and/or certificates that enhance their marketability in high-demand fields;
- Targeted additional case management supported by staff from the lead agency or partnering organizations;
- Strong case management models, including a clearly detailed set of program supports that coordinate effective services, supervision, and learning for participating young people; and
- A clear outline of planning goals, activities and outcomes.

**Required program elements specific to Options A include:**

- 1) Applicants must serve between 10 and 28 participants (ages 15-21). Youth participants will take part in at least 100 hours of program services including work readiness training. All youth participants can be paid for work and training hours with grant funds;
- 2) Program design of with a sector of occupational focus that will be vetted by an advisory group that includes at least one employer partner in related industry area; and
- 3) Assessment of learning and skill gain using competency-based performance measures (e.g., portfolio, pre-post-program assessment instrument, etc.).

**Program design - Option B:** Local regions will develop subsidized employment placements for a small cohort of twelve to twenty-five youth participants designed to provide low-income teens and young adults, 15 to 21 years of age, with an early employment experiences, work-readiness training,

and the skills to find and keep an unsubsidized job. To ensure that resources are optimized for a smaller group of participants, applicants should submit a proposal for programs in **one** of the region's YouthWorks target cities. Additionally, programs will engage in planning for a work and learning model with a clear career pathway component to be implemented in the summer 2019 or year-round 2019-2020.

**Preference will be given to Option B proposals that include:**

- A program model that includes strategic pairing of summer and year-round so that subset of YouthWorks participants can experience a sustained and/ or progressively sequenced set of work experiences;
- Demonstrated ability to effectively recruit and retain the number of youth proposed to serve;
- A clear and inclusive plan for participant recruitment and retention;
- The ability to deliver a competency-based career-readiness curriculum (Signal Success) that supports personal motivation and is oriented to the learning needs of youth;
- A set of program supports that coordinate effective services, supervision, and learning for participating young people.
- A clear outline of the type of career pathway program that the applicants propose to develop with the allotted planning resources. This could include a description of the participant target population to be served or the intended industry focus.

**Required program elements specific to Options B include:**

- 1) Applicants must propose to serve between 12 and 25 participants (ages 15-21). Youth participants will take part in at least 100 hours of program services including work readiness training. All youth participants must be paid for work and training hours with grant funds; and
- 2) Clear indication of whether the program planning resources will support programming to be implemented in the upcoming summer or the following year round.

**Required program elements for both Options A and B include:**

- 1) Expanded work-readiness/career exploration component (a minimum of 20 hours) using the Signal Success curriculum;
- 2) Staff participation in full day grantee meeting in September, two half-day planning support sessions, and monthly phone check-ins during the duration of the contract. In addition, program staff who deliver Signal Success work-readiness training to YW participants must attend one of the Signal Success training sessions.

**Other program highlights:**

- **Income eligibility for Year-Round 2018/19:** Young people will be eligible to participate in the YouthWorks program if their family income for the most recent six-month period does not exceed the annual equivalent of **200% of the federal poverty guidelines**. (See **Attachment One**.)

**Eligible Applicants:**

In order to preserve continuity and maximize opportunities for lasting program improvements, the lead applicant must be same lead agency from 2018 Summer YouthWorks programming. Applicants are encouraged to partner with career centers; community-based organizations; vocational and comprehensive high schools aligned to the work and learning areas identified in the proposal.

**Funding Availability:**

Commonwealth Corporation anticipates awarding **up to twelve grantees for a total of \$750,000 in funding** through this competitive process. Programs applying for Option A may request between \$50,000 and \$100,000 and programs applying for Option B may request between \$50,000 and \$80,000. The table below indicates acceptable ranges of participants served in relation to various funding requests. Commonwealth Corporation reserves the right to contact applicants for clarification or negotiation, to extend or revise any deadline, and to reject any and all proposals, or to accept any and all proposals, in whole or in part, if deemed to be in the best interest of the Commonwealth. Commonwealth Corporation may negotiate the terms of the contract prior to issuing the grant award.

Funding Request	Number of Participants to be Served		Funds allocated for planning (up to 20%)
	Option A	Option B	
\$50,000-\$60,000	10 to 19	12 to 19	\$5,000 to \$12,000
\$60,000- \$70,000	12 to 22	16 To 22	\$6,000 to \$14,000
\$70,000-\$80,000	14 to 25	22 to 25	\$7,000 to \$16,000
\$80,000-\$90,000	17 to 28	Not Applicable	\$8,000 to \$18,000
\$90,000-\$100,000	19 to 28	Not Applicable	\$9,000 to \$20,000

**A. General Instructions**

This request for proposals is supported by funds in the Commonwealth’s FY2018 Budget (Line Item No. 7002-0012), which has been designated the YouthWorks – Supported Employment for Youth program. Funds must be administered during the fall, winter, or spring of 2018-2019 to support youth training and employment programs for youth placed at risk. Project expenses related to instructional/training staff, training equipment/supplies, employer outreach, case management and other activities are authorized to begin as of the date a contract is signed.

All program expenditures must be completed by May 31, 2019. A maximum of ten (10) percent of a local allocation may be used for local administrative costs.

This grant proposal **(in electronic form) is due at close of business (5:00 pm) on Friday, July 20, 2018.** Applications that are not complete will be disqualified. Applications, or any parts thereof, received after the required date and time will be considered non-responsive and will not be considered.

Proposals must be submitted through Commonwealth Corporation’s YouthWorks portal, at: <https://commcorp.tfaforms.net/328712>

Applicants will be asked to enter certain information about the applicant organization and key personnel who are affiliated with the proposal. The portal provides links to upload your proposal narrative (in Microsoft Word format ONLY) and proposed budget (in Microsoft Excel format ONLY).

Questions and comments about the submission process should be sent to the attention of:

Jennifer Applebaum  
 Youth Pathways Division  
 Commonwealth Corporation  
 2 Oliver Street, 5<sup>th</sup> Floor  
 Boston, MA 02109  
**E-mail:** japplebaum@commcorp.org  
**Phone:** 617-717-6934

**A1. Eligibility for Funds.**

YouthWorks funds have been targeted to the cities in Massachusetts that have the highest numbers of youth in poverty, where low-income youth are especially in need of ensuring access to job opportunities. These cities are part of a larger “workforce investment region” represented by a Workforce Investment Board. The cities eligible for funding are:

<b>Local Area</b>	<b>Cities</b>
Berkshire	Pittsfield
Boston	Boston
Bristol	Fall River, Taunton
Brockton	Brockton
Cape & Islands	Barnstable
Central Mass	Worcester
Greater Lowell	Lowell
Greater New Bedford	New Bedford
Franklin Hampshire	Northampton
Hampden County	Chicopee, Springfield, Holyoke, Westfield
Merrimack Valley	Lawrence, Haverhill
Metro North	Cambridge, Chelsea, Malden, Revere, Everett, Somerville
Metro South/West	Framingham
North Central	Fitchburg, Leominster
North Shore	Lynn, Salem, Peabody
South Shore	Quincy, Plymouth, Randolph

**A2. Designation of Lead Entity**

Program eligibility is limited to the cities identified above. The proposal must identify one grant fiscal agent and program manager.

### **A3. Proposal Process and Deadlines.**

All proposals must be received electronically at the Commonwealth Corporation by Friday, July 20, 2018. Proposals must be submitted through Commonwealth Corporation's YouthWorks portal, at <https://commcorp.tfaforms.net/328712>

The portal provides links to upload your proposal narrative (in Microsoft Word format ONLY) and proposed budget (in Microsoft Excel format ONLY).

Your proposal should be brief – no more than 8 pages in length – and should provide information as listed in the Program Narrative section. Proposals must be submitted by the office that will serve as the overall program manager.

### **A4. Required Proposal Contents**

- a. **Cover Sheet.** Use the cover sheet (at end of narrative) that provides summary program and contact information.
- b. **Program Narrative.** Please provide answers for all questions.
- c. **Budget Information.** Use the Grant Budget forms (attached) to describe projected line item program costs. Complete budget narration tab.

## **B. PROGRAM GOALS AND APPROACH**

**B1. Program Objectives.** As part of Governor's workforce priority to create a pipeline of new workers with the skills necessary to succeed in our evolving economy, the YouthWorks program aims to improve the employability of youth placed at risk by offering them structured work and learning opportunities through subsidized employment and supporting activities. The anticipated outcome of YouthWorks is to provide young people with the skills, experience, and networks to be able to secure employment in the unsubsidized labor market.

**B2. Program Target Populations and Risk Factors.** The goal of the program is to provide eligible youth with training and work opportunities that lead to unsubsidized employment. Applicants can target the program to younger teens (15-17) or non-minors (18 -21). Applicants should consider a youth subset that makes sense for the chosen program models. Program focusing on a specific industry area should consider the target population with the strongest for the industry and/ or the broad skill set needed to explore the topic and make connections to an academic interest (e.g., language arts; numeracy; STEM). We support an asset-based approach to service delivery. As part of an effort to strategically target and support high-needs youth, all programs are required to have a strategy for recruiting and serving participants with a range of needs that include poor academic performance or a school dropout, being the child of a single parent, having a disability or special needs, lack of fluency in English, being a foreign immigrant, or being a teen parent. Additionally, programs should plan to engage and support vulnerable youth with following risk factors:

1. Court-involved youth – on probation or in detention, gang-involved and at risk of , arrest, probation
2. DYS-committed



3. Homeless or a runaway;
4. Foster care
5. Having aged out of foster care
6. CHA (Children Requiring Assistance, formerly known as CHINS) and DCF involved

**B3. Duration of Program Activities.** The Commonwealth's preference is that participants in employment placements be employed/in training for fifteen (15) hours per week with in the time frame of September 1, 2018, and ending by May 31, 2019. The employment must fulfill the following conditions:

1. Participants who are 17 and under may be employed for no more than fifteen (15) hours per week for any employment that occurs while school is still in session.
2. Hourly wages must be no less than the Massachusetts minimum wage.

**B4. Expanded Work-Based Learning and Work Readiness Components.** To promote employability skill development necessary to succeed in Massachusetts' evolving economy, grantees are asked to deliver an enhanced work readiness component and a related work-readiness assessment. Program participants are expected to take part in 20 hours of a work-readiness/career exploration component using a structured curriculum developed by Commonwealth Corporation. (The 20 hours should not include program orientation and work preparation logistical tasks such as reviewing program policies and procedures--e.g., payroll, safety, disciplinary, etc., or completion of W4's and I9 forms.)

**Required curriculum component:** To help facilitate a consistent YouthWorks experience in the year-round program and to promote a competency-based approach to employability skill building, Commonwealth Corporation will provide all curricular materials for the required 20 hours of work-readiness training (*Signal Success*).

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 four areas identified by O\*Net data as key skill requirements of entry-level occupations—jobs in which teens have been typically employed. The four skills are dependability, communication, cooperation, and initiative. The curriculum also has integrated group facilitation activities that promote individualized career exploration and planning.

The work-readiness curriculum can be addressed prior to the start of the employment period or be integrated into workshops during the period of program operations.

**B5. Program and Resource Connections.** Programs that connect YouthWorks participants to the programs listed below and/or other transition resources at the conclusion of the YouthWorks year-round program will be given strong consideration in the review of proposals.

- **WIOA Youth services** The WIOA youth program provides a wide variety of services, including summer jobs, for eligible low-income youth. YouthWorks youth are not required to be enrolled in WIOA. However, YouthWorks grantees may find significant value in supplementing the state jobs program with additional 'wrap-around' services funded by WIOA. In addition, the availability of YouthWorks funds should be considered by local workforce boards and their youth councils when balancing the distribution of WIOA funds across a wider region – for example, a LWDB may decide that less WIOA funds need to be

invested in WIOA jobs within a target city because of the access to state YouthWorks resources.

- **WIOA Adult services.** WIOA adult programs at the One Stop Career Centers may provide excellent supplemental services to youth employed under a YouthWorks grant. Local grantees may encourage youth who are at least 18 years of age to be enrolled as a One Stop member and provided with one-stop services to complement a YouthWorks job. Information about the WIOA Adult Program can be obtained at <http://www.mass.gov/massworkforce/programs/wia-title-i/>
- **DYS Bridging the Opportunity Gap (BOG) and vocational program grants.** BOG and vocational grant funds are used to provide direct services that meet the career readiness, pre-employment and employment needs of youth in the custody of DYS. Grant activities will develop or strengthen collaborations and partnerships between existing agencies and organizations that have expertise with youth job readiness and youth training and/or employment and have a proven track record of working successfully with youth in DYS custody. A year-round job through YouthWorks is an ideal add-on service for many youth who are participating in the current BOG program. For more information about these grants, see <http://commcorp.org/programs/partnership-with-the-department-of-youth-services/>
- **Connecting Activities.** We also encourage coordination with the Connecting Activities program. Connecting Activities funds pay for staff to recruit employers; prepare and place students in brokered work-based learning opportunities; and structure those experiences through the use of Massachusetts Work-Based Learning Plan. Information about Connecting Activities is available at <http://www.massconnecting.org/>; information about the MWBLP is available at <http://www.skillslibrary.com/wbl.htm>. In addition, applicants could consult with local School-to-Work partnerships, entities that are engaged in providing Connecting Activities, or agencies that are managing youth jobs programs funded by the Workforce Investment and Opportunity Act to coordinate local strategies in preparing youth to participate in meaningful employment opportunities.
- **High Quality College and Career Pathways (HQCCP) Initiative.** HQCCP is a statewide initiative that provides guidance and support to Massachusetts public high schools working to increase student access to high-quality careers through early college and work based learning models. Please see <http://www.doe.mass.edu/ccte/ccr/hqccp/> for more information.

**B6. Technical Assistance Component:** Program technical assistance is based on an established set of YouthWorks performance standards introduced to establish a shared understandings of promising practices in subsidized youth training and employment programs. The purpose in these efforts is to support practice and to develop local leadership and innovation.

- 1) **A technical-assistance kick off meeting in September of 2018, two additional half-day planning support sessions, and monthly calls** will support grantees in effective program design, implementation and assessment.
- 2) **Training capacity for implementing Signal Success:** Grantees will take part in Signal Success train-the-trainer and in targeted coaching. A guiding set of core facilitation and project-related competencies has been developed to guide practice and promote best

practices for all staff involved in youth training. Staff selected for coaching will be identified in consultation with program managers.

## **C. Specifications**

**C1. Eligibility of Youth to Participate.** Participation in a YouthWorks employment program is limited to residents of the workforce regions who meet three eligibility requirements – age, income level, and geographic residence.

**C1.1. Age Requirements.** A youth is eligible to participate in the YouthWorks Year-Round 2018/2019 program if he/she is between the ages of 15 and 21 at least some time during the period of employment. This is the same age cohort served in prior state-funded jobs programs. A youth is not required to be enrolled in a secondary school in order to be eligible for YouthWorks employment.

**C1.2. Income Requirements.** A participating youth 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 household income for federal poverty for the year 2018 and household income for 2018 YouthWorks program are outlined in Attachment One.*** Local program administrators may use appropriate methods of documenting family income. 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.]

**C1.3. Place of Residence.** In general, a participating youth must reside in the city that has been designated as the target city for YouthWorks Year-Round grant. However, the Commonwealth encourages communities not to turn away otherwise eligible youth simply because of geographic residence. Grantees are permitted to spend up to 10% of grant funds for employment of eligible youth who do not reside in one of the targeted cities.

## **C2. Allowable Expenditures.**

Allowable expenditures include 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 the Commonwealth Corporation.
- Instructional materials, forms, applications, and outreach brochures.

Not more than 10% of the total proposed funding may be used for local activities related to management, oversight, reporting and record keeping, and monitoring of this program.

Not more than 20% of the total proposed funding may be used to support staff time and resources dedicated to planning for current and future implementations.

**C3. Period of Performance.** The contracts for programs can be issued with a period of performance of September 1, 2018 through May 31, 2019. Expenditures charged to the grant must be for program activity and services rendered during this period. All such contracted funds must be expended by May 31, 2019. Funds unexpended after that date will revert to the Commonwealth.

## **D. Grant Administration and Reporting Requirements**

**D1. Publicity.** The Commonwealth receives a great number of requests for publicity, particularly about youth programs. In order to respond to these requests, and to insure that we have the most current information, program managers are asked to submit copies of any publicity regarding youth programs – newspaper stories, newsletter articles, etc. – to the Commonwealth Corporation.

**D2. Identification of Key Local Program Contact.** Each proposal *must* identify a specific individual who will be responsible for managing grant activities and also provide a telephone number and e-mail address where that manager can be contacted.

**D3. Youth Participant Program Database.** 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. All final record data must be submitted prior to June 30, 2019. Final invoices will not be paid prior to completed database submission.

**D4. YouthWorks Confidentiality Statement and Release Form.** Program operators must have all YouthWorks participants complete the Confidentiality Statement and Release Form (**Attachment Two**) to ensure that participants have signed off on the release of participant record data including social security numbers.

**D5. Fiscal Reports and Cash Requests.** Grantees may request a cash reimbursement under an executed contract by submitting a Commonwealth Corporation Cash Request Form. A request form will be issued to the grantee's fiscal agent electronically. Cash requests will be accepted weekly, bi-weekly, or monthly. Operators are required to maintain, and make available for review by Commonwealth Corporation staff upon request, documentation and accounting procedures for expenditures that reconcile to the information submitted in cash request forms and fiscal reports. All cash requests and fiscal reports must be signed by an authorized signatory. Cash requests may be submitted by fax, but grantee *must* follow by mailing a hard copy containing an original signature. Cash will be disbursed electronically to designated fiscal agents.

Program staff for each grantee should work closely with their fiscal office to ensure accurate program reporting is reflected in each Cash Request submission. The Form can be obtained from Dawn Wakelin at [DWakelin@commcorp.org](mailto:DWakelin@commcorp.org).

**D6. Final Budget Expenditure Report.** Grantees must file final Cash Request Forms **before June 30, 2019**. These forms serve as a final budget expenditure report.

**D7. Narrative Final Report.** Grantees must submit a Final Report on program highlights including progress achieved in priority areas. The Final Report will be due July 1, 2019 (Final Report Form will be provided to all grantees).

**D8. Expectations for Grant Administration for FY2018/19.** Commonwealth Corporation seeks the following from all grantees:

- regular submission of cash requests during the program;
- timely contract closeout at the end of the season– submission of final invoices and documentation of employer match as soon as practicable after the program has ended;

- complete reporting of youth participation in program database –All YouthWorks participants must report social security numbers for evaluation purposes;
- Please note that final invoices will not be paid prior to completed database submission.



## Program Narrative for 2018/19 Year Round

Sections 1-4 comprise the narrative section of the grant proposal  
Proposals for Option A will be scored out of 100 and Option B will be scored out of 90 points.

### 1. Program Overview – 10 Points

- a. Indicate whether you are proposing option A or option B
- b. Describe your **program goals** (Describe the choices you have made including what youth you are prioritizing, range of jobs/training you are developing, and types of performance goals you are setting).
- c. Describe your **program partners and their proposed roles in the program design.**

### 2. Statement of Need – 10 Points (Only Required for Option A)

- a. What is the **program model** of your career pathway project and how was it developed?
- b. What sources of **labor market information** or economic development did you use to make decisions?
- c. Who has agreed to be part of your **project advisory group** to further develop the program design, vet applicable training models, and support successful implementation? Please name at least one industry partner who will provide input into the program design.

### 3. Program Design (Implementation) – 30 Points

- a. Provide a description of the **approach and format of the** career pathway component. What are the major learning goals of the program and how will they be assessed? Please include list of performance goals. What credentials, if any, will be offered for youth participants? What kinds career exploration activities will be included (job shadow; field trip; interview practice with industry employers; etc.) and in what dosage? What will be provided to participants as part of transition activities and supports at the conclusion of the program? If the model includes occupational training, describe the following: Who will deliver the training and where will it take place? Describe the credentials and experience of the occupational trainer. What equipment and other training material will you provide or create?
- b. Provide a brief description of the **format for delivery of the 20-hour Signal Success work-readiness component**. What is the format for the work readiness component (e.g., weekly workshop, week-long training session, etc.)? Who will deliver the training? Where will the training take place?

- c. Provide a **program staffing plan including youth supervision or case management** (list roles and responsibilities for each staff member working in YouthWorks program). Detail how the case management will be similar and distinct from the case management approach used in previous summer and/ or year round YouthWorks sessions.
- d. For the employment component (if any), describe your **strategy for employer outreach** (including staffing structure for job development activities, what media/materials/events will be employed).

**2. Target Population – 10 Points**

- a. Describe your strategy for **youth outreach/selection**. Include how both in-school and out-of-school youth will be recruited where relevant.
- b. Who will conduct **eligibility determination**? 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 employment?

**3. Budget and Budget Narrative – 15 Points**

- a. Complete the project budget template and budget narrative.

**4. Program Summary and Timeline – 10 Points**

- a. Anticipated start date(s) and end dates:  
(include multiple dates if you have more than one cohort group)
- b. Anticipated youth occupational training dates:
- c. Anticipated youth employability training dates (20 hours of Signal Success):
- d. Timeline: please fill out the chart below describing all major project-related activities

Activity	Lead	Start Date	End Date	Desired Outcome/Product	How will Success be Measured?

**5. Planning Process and Projected Outcomes- 15 points**

- a. Describe the major goals of your planning process. Explain how these goals will support successful current and/ or future implementation.
- b. Please fill out the chart below to describe your projected planning process.

Activity	Lead	Timeframe	Products Produced/ Milestones achieved



## Final Report Overview\*

Description of Project

Data Collection and Analysis (Pre/Post Evaluation Tools)

Participant Demographic Data Information (Required in program database)

### **Narrative**

- Activities Completed
- Assessment results
- Accomplishments
- Challenges
- Discoveries
- Recommendations/Conclusions

**\*A more detailed report form will be available to grantees. The report will be due to Commonwealth Corporation and shared with the local Workforce Development Board.**





**YouthWorks Year-Round Program 2018-19**

**Proposal Cover Sheet**

Name of Lead Applicant Organization: \_\_\_\_\_

Fiscal Agent (if not lead applicant): \_\_\_\_\_

Applicant Taxpayer ID# \_\_\_\_\_

Partners (if any) \_\_\_\_\_

Project Manager Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Funding Option A or B \_\_\_\_\_

Total Funds Requested: \$ \_\_\_\_\_

Total Number of Participants to be Served: \_\_\_\_\_

## 2018 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	\$12,140	\$24,280	\$1,012	\$2,010
2	\$16,460	\$32,920	\$1,372	\$2,707
3	\$20,780	\$41,560	\$1,732	\$3,403
4	\$25,100	\$50,200	\$2,092	\$4,100
5	\$29,420	\$58,840	\$2,452	\$4,797
6	\$33,740	\$67,480	\$2,812	\$5,493
7	\$38,060	\$76,120	\$3,172	\$6,190
8	\$42,380	\$84,760	\$3,532	\$6,887
Each additional family member:	\$4,320	\$8,640	\$360	\$720

**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 2018 were published in the January 17, 2018, issue of the *Federal Register*.

<https://aspe.hhs.gov/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 or not 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.

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**To be completed by the participant:**

I, \_\_\_\_\_, agree to allow  
(enter 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 not be connected to the information obtained by the state.

\_\_\_\_\_ Date: \_\_\_\_\_

Sign your name