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##### **2019 Summer Jobs for Youth Placed at Risk**

##### **Program Specifications & Application Package**

Issued on behalf of:

Governor Charles D. Baker

*and*

Rosalin Acosta

Secretary, Labor and Workforce Development

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***Note: This is an application package, with an optional component for additional competitive grants. If your community or region decides not to apply for funds allocated to it for this program, unused funds may be reallocated to other eligible locations.***

**Overview:**

YouthWorks is a subsidized employment program designed to provide low-income teens and young adults, 14 to 21 years of age, with their first employment experiences, work-readiness training, and the skills to find and keep an unsubsidized job.

Communities and sub-contractors should take note of the following features in YouthWorks for programs operating in the summer of 2019:

**1**. **Income eligibility for summer 2019.** 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 2019 federal poverty guidelines**. (See **Attachment 2**.)

**2. Program ends on or before September 1, 2019.** The YouthWorks appropriation requires the summer employment period to end on or before Friday, September 1, 2019.

1. **Required program elements for 2019.** The Commonwealth continues to support program flexibility, allowing partner communities to manage a local YouthWorks program that meets local needs. To promote consistent quality of impact including skill attainment, the following program elements are required:
2. **20%/80% program design to increase the numbers of vulnerable youth.** Programs are required to use 20% of their allocation to recruit and serve youth with the following barriers: court-involvement, participation in Foster Care, and homelessness**. See page 8 for information on the policy sanction for not meeting the 20% vulnerable target**. Programs are requested to use 80% of their allocation to serve young people with the barriers outlined in section C1.3.
3. **All youth participants will take part in at least fifteen hours of work-readiness training using the *Signal Success* curriculum**. The completion of a *Signal Success* portfolio is required for all participants as part of the curriculum delivery. Up to ten hours of the curriculum can be addressed prior to the start of the employment period. See Section B4 for further details.
4. To provide for a consistent program experience, YouthWorks operators are asked to provide each YouthWorks participant with at least 140 program hours including work-readiness training and work experience. Work-experience hours should not be less than 125 hours in the summer season, nor should they exceed 175 hours. **The definition of a YW program completer is a participant who has had at least 125 hours of paid work experience and at least 15 hours of work-readiness training with the *Signal Success* curriculum.** Also, please note, in order for a youth to be counted as a participant they must have received at least 20 program hours. This 20 hours can be any combination of work hours and *Signal Success* workshops.
5. Toensure that a wide pool of eligible participant candidates have the opportunity to take part in the program, YouthWorks partners are asked to be thoughtful and strategic about the participation of participants who have already completed one program session of YouthWorks. YouthWorks partners are encouraged to implement program continuation practices that support the progression of participants toward sustainable career pathways and ongoing competitive employment.

**A. General Instructions**

The specifications in this planning package pertain to the Commonwealth’s FY2019 Budget (Line Item No. 7002-0012) which has been designated the YouthWorks – Supported Employment for Youth program. Project expenses related to employer recruitment, a local sub-granting process, or other activities are authorized to begin as of the date a contract is signed. Wages earned by eligible youth in summer jobs must be earned and paid for during the summer of 2019.

All program expenditures must be completed by September 30, 2019.

This application package is being provided to all communities that are eligible to receive funds, even though not all communities may actually seek funds. The application is due on March 22, 2019 via this link: <https://commcorp.tfaforms.net/328756> Questions related to the application process should be sent to the attention of:

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**A1. Eligibility for Funds.**

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 summer job opportunities. These cities are part of a larger “workforce investment region” represented by a MassHire Workforce Development Board. The cities eligible for funding during the summer of 2019 are outlined in **Table 1**:

|  |  |
| --- | --- |
| **Table 1: Cities Eligible for YouthWorks Funding** | |
| **Local Area** | **Cities** |
| Berkshire | Pittsfield |
| Boston | Boston |
| Bristol | Fall River, Taunton |
| Brockton | Brockton |
| Cape & Islands | Barnstable |
| Central Mass | Worcester |
| Franklin Hampshire | Northampton |
| Greater Lowell | Lowell |
| Greater New Bedford | New Bedford |
| Hampden County | Chicopee, Springfield, Holyoke, Westfield |
| Merrimack Valley | Lawrence, Haverhill |
| Metro North | Cambridge, Chelsea, Malden, Somerville, Revere, Everett |
| Metro South/West | Framingham |
| North Central | Fitchburg, Leominster |
| North Shore | Lynn, Salem, Peabody |
| South Coastal | Quincy, Plymouth, Weymouth |

**A.2. Designation of Lead Entity**

Program eligibility is limited to the cities and their regions identified in **Table 1**. Applications to design and manage local YouthWorks programs must be submitted on a cooperative basis between the targeted city(ies) and the local Workforce Development Board where those cities are located.

A YouthWorks program may be operated directly by a city, a workforce board, a one-stop career center or other organization, or may involve the award of subgrants to one or more cities, organizations or other entities that would be expected to (a) directly employ eligible youth; or (b) serve as intermediaries and brokers to recruit employers and youth. It is expected that the targeted cities and the local workforce boards will work together to design the most effective program to meet the needs of local youth.

The application must identify one grant fiscal agent. While the YouthWorks summer jobs program may be managed by *either* a target city or by the local workforce board, depending upon local capacity and program goals –**only one manager per *region* is permitted**. For regions with multiple cities, it is important to consider a program design and implementation that reduces administration and maximizes the number of youth served. Aspects such as a central program manager, joint outreach with employers across targeted cities, and the location of program staff are important considerations.

Grantees are encouraged to issue sub-grants to a network of organizations that are capable of employing or securing meaningful employment for qualified youth. These include such entities as community-based organizations, public agencies, qualified faith-based organizations, One-Stop Career Centers, Workforce Development Boards, non-profit youth serving organizations (including those who may be providing services to local youth under the WIOA Title I Youth program), or others. Applicants must identify specific organizations that will serve as subgrantees as part of the application.

**A3. Application Process and Deadlines.**

• Localities must submit an application in order to receive program funds.

• All applications must be received through the Commonwealth Corporation website by Friday, March 22, 2019.

• Applications should be brief and should provide **all** information as listed in the Program Narrative section. Applications must be submitted by the office that will serve as the overall program manager.

• Localities that do not submit a timely application will not be considered for funding.

• Applications submitted that do not describe activities within the scope of services included in this document will not be eligible for funding.

# **A4. Required Application Contents**

1. **Program Narrative.** (See Part One, Parts A and B (pages 17 and 18 of the application.)
2. **Application Cover Sheet.** (See page 21 of the application.)

# **A5. Optional Application Contents**

1. **Program Narrative for Competitive Summer Pilots.** (See pages 19 and 20 of the application.)

**B. Program Goals and Approach**

**B1. Program Objectives.** As part of the Governor’s workforce priority to strengthen youth education, training, and employment programs to create a pipeline of new workers with the skills necessary to succeed in our evolving economy, the YouthWorks program is designed to provide low-income teens and young adults, 14 to 21 years of age, with employment experience, work-readiness training and the skills to find and keep an unsubsidized job.

**B2. Program Target Populations.** The primary component of a YouthWorks program is subsidized or partially subsidized employment at private, public, or nonprofit agencies, departments and authorities. Outreach and recruitment activities should be designed to identify and enroll youth placed at risk and/or youth in high-needs communities.

**Note:** Toensure that a wide pool of eligible participant candidates have the opportunity to take part in the program, YouthWorks partners are asked to be thoughtful and strategic about the participation of participants who have already completed one program session of YouthWorks. As part of their final report, programs are expected to be able to identify the number of program repeaters and describe the various rationales for continuation in the program beyond a single season. YouthWorks partners are encouraged to implement program continuation practices that support the progression of participants toward sustainable career pathways and ongoing competitive employment.

**B3. Duration of Program Activities.**

To provide for a consistent program experience, YouthWorks operators are asked to provide each YouthWorks participant with at least 140 program hours including orientation, work-readiness training, and work experience. Work-experience hours should be between 125 and 175 hours in the summer season. **The definition of a program completer is a participant who has had not less than 125 hours of paid work experience and at least 15 hours of work-readiness workshops with the *Signal Success* curriculum.**

The employment must also fulfill the following conditions:

1. Participants who are still enrolled in secondary school may be employed for no more than fifteen (15) hours per week for any employment that occurs while school is still in session.

3. Hourly wages must be no less than the Massachusetts minimum wage of $12.00.Hourly wages above $12.00 an hour must be indicated and approved in the program budget.

**B4. Expanded Work-Based Learning and Work Readiness Components.** To promote employability skill development necessary to succeed in Massachusetts’ economy, grantees are asked to deliver an enhanced work-readiness component.

***Duration and Delivery of Work Readiness Component:*** Youth program participants are expected to take part in 15 hours of a work-readiness component using a structured curriculum developed by Commonwealth Corporation (*Signal Success*). The curriculum is designed to be delivered in 2.5 hour sessions. Due to the experiential, interactive nature of the curriculum designed to promote group learning among participants, it is highly recommended that the curriculum **not** be delivered in full-day time slots.

Additionally, the 15 hours should not include program orientation and logistical tasks such as reviewing program policies and procedures (e.g., payroll, disciplinary, etc.) or completion of W4’s and I9 forms. Program orientation/logistical tasks should occur in orientation sessions that are separate from the *Signal Success* curriculum. Young worker health and safety training **is** included in the CommCorp curriculum.

The work-readiness curriculum can be addressed in one of two program delivery options:

1) Up to 10 hours of the curriculum may be ‘front loaded’ prior to the start of the employment period; the remaining 5 hours of the optional material should be delivered in a mid-season workshop and an end-of-season workshop; or

2) All 15 hours may be delivered as part of weekly workshops during the period of employment.

***Curricular Materials:***

Program participants are expected to take part in 15 hours of a work-readiness/career exploration component using a structured curriculum developed by Commonwealth Corporation, *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.

YouthWorks grantees are expected to deliver the curriculum in interactive sessions as outlined in the *Signal Success* Facilitator’s Manual. The completion of a *Signal Success* portfolio is required for all participants as part of the curriculum delivery. Facilitators conducting the workshop sessions are expected to use the curriculum PowerPoint materials; all YW participants should have a full set of curriculum materials.

Summer curriculum materials (for youth participants and for facilitators/trainers) will be available in April, 2019. Program managers and partnering program staff are asked to attend two network meetings: 1) April (date TBD); 2) October (date TBD). Training in the delivery of the curriculum, required for all staff that facilitate the curriculum, will be provided in April and May.

**Note:** As part of an effort to promote quality and consistency of *Signal Success* implementation, a youth training timeline with dates, locations, and facilitators is required by May 29, 2019, or two weeks before local youth training begins (whichever date comes first).

**B5. Optional Competitive Program Improvement Pilots**

**B5.1 Overview:** As part of a competitive application process, the Summer 2019 YouthWorks program will support the implementation of program improvement pilots in three key categories:

1. Alignment between YouthWorks and Connecting Activities for the purpose of transitioning YouthWorks participants to unsubsidized employment
2. Implementation of industry-focused career pathway opportunities
3. Cohort-based work and service learning models for 14-15 year olds

**B5.2 Program Design and Required Elements for YouthWorks/ Connecting Activities pilots:**

Applicants will develop and implement practices and procedures for identifying a subset of summer YouthWorks participants who would be a good fit for transitioning to unsubsidized competitive employment with the help of their school’s Connecting Activities program. Programs will provide coordination and transition services in order to facilitate the participants receiving effective services from Connecting Activities staff aimed at brokering substantial unsubsidized employment experiences in line with the skills and interests of the YouthWorks completers.

**Required program elements include**:

* A systematic and equitable approach for identifying YouthWorks participants who would be good candidates for these services
* Coordinating and sharing student data gathered from *Signal Success* workshops and YouthWorks placements to inform next steps with Connecting Activities services
* Ongoing communication with the Connecting Activities staff who will be brokering and supporting the acquisition and retention of an unsubsidized placement/ job/ internship of at least 125 hours in length and 12 weeks in duration
* Coordinating with Connecting Activities staff to gather data about participant outcomes and skill gain by using the MA Work Based Learning Plan (WBLP)

**Note:** Applicants may apply for awards between $10,000 and $50,000 (See the table in B5.5 for more information.). Funding and contracts for this pilot will extend through May 31, 2020. Funds are intended to be used to support staff time and program costs and may not be used for additional subsidized employment placements for participants.

**B5.3 Program Design and Required Elements for career pathway pilots:**

Applicants will implement a summer career pathway component designed for a small cohort of eight to twenty-five youth participants with the goal of providing programming to increase exploration, awareness, and/or skill building relevant to a particular industry or occupation. Possible career pathway programming 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
* Advancement from an entry-level previous placement to a next-step position as indicated by additional responsibilities, further trainings and more codified mentorship

**Required program elements include:**

* Identifying a singular industry or occupational focus and using labor market information to support the rationale for programming
* Demonstrating 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.
* Integrating 15 hours *Signal Success* work readiness workshops into the program model

Competitive applicants will explore how best to work with schools with Chapter 74 approved vocational-technical programs, schools participating in MA High Quality College and Career Pathways Initiative (Early College and Innovation Pathways), and local Connecting Activities programs in order to coordinate key career pathway program elements and strong recruitment and case management of in-school youth. Programs are also encouraged to collaborate community colleges, post-secondary vocational programs, public agencies, employers or workforce development community-based organizations. Alignment to priority industries identified in regional blueprints is preferred, but not required.

**Note:** Applicants may apply for awards between $32,000 and $80,000 (See the table in B5.5 for more information.). To ensure that programs are able to successfully implement within the narrow timelines of the summer season, applicants must show evidence of past success with this kinds of programming which could have been but does not necessarily need to have been accomplished via a previous YouthWorks Year Round grant.

**B5.4 Program Design and Required Elements for work and service learning for 14-15 year olds pilots:**

Applicants will design and implement a cohort model for younger participants (14-15 year olds) in which participants will gain foundational work skills through a substantial and well-structured service learning and/ or project based learning experience. The goal of this programming would be foster relevant work skills and career awareness in order to prepare younger participants for more career-pathway oriented opportunities in future seasons of YouthWorks.

**Required program elements include:**

* Identifying a substantial project (between 60 to100 work/service hours) and appropriate staff to administer and structure the project and learning environment.
* Developing clear and measurable learning outcomes for the project and relevant assessments to measure and record these outcomes
* Structuring the participant compensation/ incentives through the use of stipend payment(s)
* Integrating 15 hours *Signal Success* work readiness workshops into the program model

**Note:** Applicants may apply for awards between $20,000 and $40,000 (See the table in B5.5 for more information.).

**B5.5 Funding Availability for Optional Competitive Pilots:**

Commonwealth Corporation anticipates awarding **a total of $500,000 in funding** across the three categories of optional pilots through this competitive process. Programs may choose to apply to a single pilot or multiple pilots. Based on the results of the competitive process, applicants may be awarded some or all of the funds for which they applied. The table below indicates examples of 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Example of Total Funding Request** | **Number of Participants to be Served** | | |
| **Pilot A-** Alignment between YouthWorks and Connecting Activities | **Pilot B-** Implementation of industry-focused career pathway opportunities | **Pilot C-** Cohort-based work and service learning models for 14-15 year olds |
| $10,000 | 10 to 15 | N/A | N/A |
| $20,000 | 20 to 30 | N/A | 10 to 15 |
| $30,000 | 30 to 45 | N/A | 15 to 25 |
| $40,000 | 40 to 60 | 10 to 12 | 20 to 32 |
| $50,000 | 50 to 75 | 13 to 15 | N/A |
| $60,000 | N/A | 16 to 18 | N/A |
| $70,000 | N/A | 19 to 21 | N/A |
| $80,000 | N/A | 22 to 25 | N/A |

**B6. Program and Resource Connections.**

**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 through the use of Massachusetts Work-Based Learning Plan. Information about Connecting Activities is available at [**http://www.massconnecting.org/**](http://www.massconnecting.org/). Suggestions for aligning YouthWorks and Connecting Activities include the following:

* Program managers work with CA staff in local high schools to provide outreach information about YouthWorks programming prior to the beginning of summer and year-round seasons.
* Find out what students in local YW/CA high schools are at risk of dropping out, becoming homeless, or in state custody. Ensure that that school student-support staff have YW enrollment materials.
* Where feasible, support the transition of YW participants into CA school programming after the summer season so that schools can be deliberate about capturing summer experiences in college and career planning.

**Other Workforce and Relevant Youth Development Programs**: In addition to making connections to the Connecting Activities program, grantees should consider recruiting youth for participation in YouthWorks who are connected through other youth-serving programs. The Commonwealth anticipates that applicant communities, in developing a local YouthWorks design, will give strong consideration to connections with the following programs:

* **WIOA Title I Youth services.** The WIOA youth program provides a wide variety of services, including subsidized jobs, for eligible low-income teens and young adults. YouthWorks youth are not required to be enrolled in WIOA. However, YouthWorks grantees may find significant value in supplementing the state summer jobs program with additional ‘wrap-around’ services funded by WIOA.
* **WIOA Title I 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 summer 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 summer job in 2019 through YouthWorks is an ideal add-on service for many youth who are participating in the current BOG program during the spring of 2019. For more information about these grants, <http://commcorp.org/programs/partnership-with-the-department-of-youth-services/>.
* **DTA/ TAFDC Teen Parenting Program (TPP).** A statewide network of TPPs are funded by DTA and are procured and administered by DCF. The goal of the TPP is to provide teen parents and their children a safe place to reside where they are able to gain the skills and knowledge necessary to become competent parents and lead productive, independent lives. The TPP staff ensures that teen parents are connected with resources in the community such as education, medical care, childcare, and counseling. Job readiness skills and early employment experiences for a teen can help support their housing search and their family stability. YouthWorks partners should consider partnering with TPP’s to teen parents and program vendors with relevant information about program opportunities and TPPs in return would provide YouthWorks partners with an eligible and eager workforce who have built in support for program staff to address any barriers that may stand in the way of their employment. Additionally, TPP’s may be suitable places to complete the cohort-based work readiness workshops for these participants.

For more information about these programs, <https://eohhs.ehs.state.ma.us/DTA/PolicyOnline/!SSL!/WebHelp/TAFDC/Program_Nonfinancial_Requirements/TAFDC_Teen_Parents/Teen_Living_Program.htm> and

<https://www.mass.gov/service-details/adolescent-support-progams>.

* **MRC Pre-Employment Transition Services.** Pre-employment transition services (Pre-ETS) supports students with disabilities ages 14-22 by providing relevant job readiness services such as: job exploration counseling, work readiness training, work-based learning experiences, counseling in post-secondary education and self-advocacy. Connecting with MRC staff and/or directly to a pre-ETS community provider can lead to solid referrals of eligible students who would benefit from the YouthWorks program and who are receiving additional supportive services that support successful outcomes in youth employment programming. For more information, <https://www.mass.gov/service-details/pre-employment-transition-services-pre-ets-0>.

**C. Specifications**

**C1. Eligibility of Youth to Participate.** Participation in a YouthWorks employment program is limited to residents of the workforce regions who meet four eligibility requirements – age, income level, risk factor for the 20% component, and geographic residence.

**C1.1. Age Requirements.** A youth is eligible to participate in the YouthWorks program if he/she is between the ages of 14 and 21 at least some time during the period of employment. The Commonwealth urges program managers to take special efforts to recruit and serve older youth who are disconnected from work and education. A youth is not required to be enrolled in a secondary school in order to be eligible for YouthWorks employment.

**C1.2. Income Requirements.** In the summer of 2019, 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 2019 and household income for 2019 YouthWorks program are outlined in Attachment 2.*** Local program administrators may use methods of documenting family income outlined in the YouthWorks 2019 Administrative Guide. 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. Target Populations and Risk Factors.** YouthWorks has two components in the 2019 program. As part of an effort to strategically target high-needs youth, all programs **are required** to direct 20% of their allocated funding to vulnerable youth, which the YouthWorks program defines as young people 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;

or those participants who local programs identify as having significantly-elevated risk profiles for other reason. For vulnerable youth who do not meet one or more of the above criteria, local program staff should consult with CommCorp staff directly during the recruitment and enrollment process.

**Note:** Due do decreasing rates of vulnerable youth participation in the past summer seasons, YouthWorks partners will lose funding for not serving the target number of vulnerable designated in the program season allocation. **The sanction for not meeting the vulnerable target is $2,000 per participant**. For example, if a vulnerable target is 30 participants, and the actual number is 15, the program will be required to return $2,000 x 15, or $30,000.

For youth served with the remaining 80% of local allocated funding, YouthWorks recommends but does not require youth to 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, or being a foreign immigrant; or
  5. being a teen parent.

**C1.4. Place of Residence.** In general, a participating youth must reside in the city that is eligible to receive a YouthWorks 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 31 cities.

**C2. Allowable Expenditures.**

**For the 20% Program Component**: Not less than 60% of the total funds provided must be spent on youth wages and stipends. 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 summer 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.

**For the 80% Program Component:** Not less than 70% of the total funds provided under this program must be spent on wages and stipends paid to eligible youth. A maximum of 30% of the total funds provided under this program 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 summer 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.

**For All Programs:**

Programs with local summer allocations equal to or lower than $150,000 may use 10% of their total allocation toward administrative costs. All summer allocations higher than $150,000 must adhere to the 5% limit for administrative costs. Administrative costs include activities related to management, oversight, reporting and record keeping, and monitoring of this program.

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

***Allowable*** expenses include:

* Clothing/uniforms for vocational programming/employment
* 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 $50 per youth for the duration of the grant period
* 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

***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.
* General/administrative costs that exceed 5% 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

**C3. Financial Match Requirements.** Grantees must provide at least 20% cash match for program expenditures. The *match must come from private sector commitments* – additional wages for youth – and not from other public funds that may be used to support summer youth employment.

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 in the YouthWorks 2019 Administrative Guide.

*Failure to provide sufficient local private sector match may result in disallowed costs for the 2019 program, and may be considered by the Commonwealth as a factor in establishing allocation levels for the next year’s YouthWorks program.*

**C4. Period of Performance.** The contracts for programs that include the summer of 2019 will be issued with a period of performance of April 3, 2019, through September 30, 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 September 30, 2019. Funds unexpended after that date will revert to the Commonwealth. Competitive YouthWorks/ Connecting Activities pilots are an exception; funding and contracts for those pilot will extend through May 31, 2020 and have alternate deadlines for fiscal and program reporting- all of which will be clearly outlined in the individual contracts.

#### 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.** A local application *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. This individual or office will also serve as the point of reference for any referrals made through the toll free employer hot line or through the Commonwealth’s YouthWorks website.

# **D3. Youth Participant Program Management Tool.** 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 Program Management tool. Additional training resources will be made available in the spring to support partners in successful database usage. All final record data must be submitted prior to **October 11, 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 3**) 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.

NOTE: The Cash Request Form asks each grantee to identify - for each Cash Request - the amount of funds requested in the invoice that supports program activity taking place in FY19 (through June 30, 2019) and the amount of funds requested in the invoice supporting program activity taking place during FY20 (July 1, 2019, or after). The reason for this procedure is related to ensuring accuracy in determining the economic value of the organization - both Commonwealth Corporation and local grantees - at the close of FY19. 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.

**D6. Final Budget Expenditure Report.** Grantees must file final Cash Request Forms **before October 31, 2019**. These forms serve as a final budget expenditure report.

**D7. Narrative Final Report.** Grantees must submit a **Final Report due October 31, 2019** (Final Report Form will be provided to all grantees.).

**D8. Expectations for Grant Administration for 2019.** Commonwealth Corporation seeks the following from all grantees:

* + regular submission of cash requests during the program;
  + regular submission of total enrollment numbers on a weekly basis starting July 12, 2019;
  + timely contract closeout at the end of the summer – submission of final invoices and documentation of employer match as soon as practicable after the program has ended;
  + accurate reporting of employer match – match must be from private sector employers only, and must include a signed statement from a responsible person who is connected with the employer of the amount of youth wages or other contribution that is being used as match. A match form is available upon request;
  + complete and accurate reporting of youth participation – All YouthWorks participants must report social security numbers for evaluation purposes. **Additionally, in order for a youth to be counted as a participant they must have received at least 20 program hours. This 20 hours can be any combination of work hours and *Signal Success* workshops;** and
  + 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.

We recognize that improving these administrative steps may require grantees to work more intensively with local program sub-grantees. We encourage greater communication and stronger oversight from the beginning of the application period so that grantees and their subcontractors are able to respond with administrative improvements.



**Part 1: Program Narrative**

**Note: The Program Narrative has two sections: A and B**

1. **Please describe your YouthWorks 80% Program Component responding to the question below.**

**1. Program Design**

1. Outline your **program goals:** Describe the choices you have made including what youth you are prioritizing, types or range of jobs/sectors you are developing, and types of performance goals you are setting locally.
2. Indicate the total **number of youth** who will participate in YouthWorks; include duration of the program (number of weeks) and average number of hours youth will work. Also include your estimation of the number and percentage of your anticipated participants who have already completed one or more seasons of YouthWorks (summer or year round programs).
3. What are the start and end dates of your 2019 summer program?
4. Describe your **program partners and their roles in the program design** (include local WIB’s fiscal agent, Career Center(s), municipal agencies, and youth-serving organizations if applicable).
5. Provide a brief description of the **format for delivery of the 15-hour work-readiness component (for each program vendor).** What is the format for the work readiness component (e.g., weekly workshop, week-long training session, etc.)? What version(s) of the *Signal Success* curriculum are you using with program participants? Who will deliver the training? Where and when will the training take place? How does your budget support the delivery of youth training (what are the expenses related to curriculum materials, food, and other supports)? Please complete the chart below by entering all staff who will be conducting *Signal Success* training.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Organization** | **YW City** | **Email** | **Training Dates** |
|  |  |  |  |  |
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1. Provide a **program staffing plan including youth supervision and case management** (list roles and responsibilities for each staff member working in YouthWorks program). What is adult to youth ratio for case managers?
2. Describe **staff orientation/training activities**.
3. Describe your process for **matching youth to available jobs**.
4. **Provide four sample job descriptions**: three for the top three categories in your program; one job description for a job category new to your program this season. (See sample job description on page 22.)
5. **Employer Outreach**
6. Describe your **strategy for employer outreach** (including staffing structure for job development activities, what media/materials/events will be employed).
7. Describe your process for **identifying and orienting/training worksite supervisors** once employer sites are selected.
8. Describe **training to be provided to employers** in use of MWBLP or locally-developed work readiness indicator.
9. Describe your rate of private sector employer participation from past years and what percentage of placements you anticipate coming from the private sector in summer of 2019. 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.
10. **Youth Recruiting**
11. Describe your strategy for **youth outreach** (media/materials/events designed to recruit youth in schools, youth-serving organizations, public agencies including DYS, DCF, DTA, MRC, etc.). Include how both in-school and out-of-school youth will be recruited.
12. Describe the **application process** for your YouthWorks program (include locations and timeline for applications and any online resources related to applications).
13. 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?
14. **Program Operations and Administration**
15. Describe your process for **program monitoring** including workshop and worksite reviews, and fiscal monitoring of operators and subcontractors.
16. Describe basic **payroll procedures**.
17. Describe procedures and protocols in place for **ensuring data security and confidentiality** (hard copy files and electronic storage).
18. Describe your process planned for **collecting quantitative and qualitative information** from youth, program staff, program partners, parents and others.
19. How will you generate the required **private sector match**?
20. **Please describe any aspect of your YouthWorks 20% Program Component if it differs from the YouthWorks 80% component in the space below.**

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**Optional Program Narrative for Competitive Summer Pilots**

**Note:**  Complete a full narrative and budget for each of the pilots that your program is applying for funding.

1. **Program Overview – 10 Points**
2. Indicate which of the pilots you are proposing.
3. Describe your **program goals** (Describe the choices you have made including what youth you are prioritizing and general goals).
4. Describe your **program partners and their proposed roles in the program design**.
5. **Background and Statement of Need – 10 Points**
6. What is the **program model and** how was it developed? What experience does your program and/ or partners have with implementing this kind of programming or a similar one?
7. How and why would this pilot support a critical need in your region?
8. **Program Design (Implementation) – 30 Points**
9. Provide a description of the **approach and format of the programming**. What are the major performance goals of the program and how will they be assessed? Please include a complete list and description of key program activities and the staffing structures and partnerships that will support them.
10. For pilots B and C, provide a brief description of the **format for delivery of the 15-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 workshops? Where will the workshops take place?
11. 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 summer YouthWorks programming.
12. **Target Population – 10 Points**
13. Describe your strategy for **youth outreach/selection.** Include a clear description of intended recruitment strategies.
14. **Budget and Budget Narrative – 20 Points**
15. Complete the project budget template and budget narrative.
16. **Program Summary and Timeline – 20 Points**
17. Anticipated start date(s) and end dates (include multiple dates if you have more than one cohort group):
18. Anticipated key program element dates (including *Signal Success* where applicable):
19. 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?** |
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**YouthWorks 2019 -- Summer Jobs for Youth**

**Application Cover Sheet**

City / Workforce Area:

Fiscal Administrator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Contact Person:

Title:

Address 1:

Address 2:

City, State, Zip:

Telephone:

Fax:

E-mail:

**Optional** Pilot Applications (if applicable, complete the table below)

|  |  |  |
| --- | --- | --- |
| Proposals Submitted | Amount Requested | Number of Participants to be Served |
| \_\_\_ Pilot A |  |  |
| \_\_\_ Pilot B |  |  |
| \_\_\_ Pilot C |  |  |

**SAMPLE JOB DESCRIPTION: General Office Assistant\***

**Description:**

XX Summer Youth Employment Program offers dedicated and skilled high school students the opportunity to gain valuable work experience through placement in an office environment. Candidates for this position should be flexible to changing priorities and demands, and be able to organize work independently.

**Primary responsibilities:**

* Answer phones, greet visitors, provide information on established policies, schedule appointments, sort/distribute mail
* Act as backup receptionist in a fast-paced office, covering Executive Assistant's lunch hour and office meeting attendance
* Provide administrative support for a variety of programs and events; work closely with office staff assisting with a range of general support and organizational duties (create and edit PowerPoint presentations and spreadsheets, create and maintain filing systems, photocopying, faxing, scanning, hand---delivering documents on campus)
* Perform other clerical tasks as assigned

**Additional Qualifications:**

* Strong written and verbal communications skills
* Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
* Experience in customer service environment (i.e. cashier)
* Must be well-organized
* Ability to multi-task

**\*Adapted from the Harvard University Summer Youth Employment Program**