YouthWorks 2020-2021 Jobs for Youth Placed at Risk Supplemental Year-Round Application Package

Issued on behalf of:
Governor Charles D. Baker
and
Rosalin Acosta
Secretary, Labor and Workforce Development

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YouthWorks 2020-21 – Jobs for Youth Placed at Risk
Supplemental Year-Round Funding

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PROGRAM OVERVIEW & UPDATE:

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. For the past two decades, income-eligible teens and young adults ages 14 to 21 from 31 cities across Massachusetts have taken part in one of the few state-funded youth employment programs in the country.

Summer 2020 was the first full-scale implementation of YouthWorks new three-tiered developmental model focused on meeting the needs of participants in terms of age, stage and path. When the realities and adversities of the COVID-19 pandemic emerged in the spring, the program faced an immediate need to fully redesign the delivery model to prioritize safety alongside program quality. With input from regional and local stakeholders, Commonwealth Corporation developed YouthWorksStrong, a comprehensive virtual career development program aligned to YouthWork's age, stage and path model. Administered collaboratively across more than 31 communities in Massachusetts, this robust program focused on building essential skills, increasing career awareness and fostering positive connections to professionals and peers.

Through the YouthWorksStrong model and other locally developed high-quality opportunities, the YouthWorks program served almost 4,000 young people this past summer despite the challenges of COVID-19. Going largely virtual offered valuable strategies and lessons for future programming. Although created in response to health and safety concerns, this summer's course-change gave the program an unprecedented opportunity to innovate, improve and enhance our YouthWorks model. The program elements developed alongside the implementation lessons learned provide a strong foundation for future programming.

Due to significant unspent funds from the summer program season, the following application package details an additional opportunity to serve increased numbers of participants during the 20-21 YouthWorks Year-Round program season. The program model that follows aligns core programmatic goals and the YouthWorks tiered developmental model with an updated virtual and hybrid offering that combines the strength of statewide elements with the flexibility to embed local programming and work placement options.

Objectives and Programmatic Elements:

YouthWorks partners strive not only to provide participants with quality work and learning experiences that foster effective career development and build professional skills and self-awareness but also to connect participants to peers, community and future opportunities through supportive structures and quality case management. The following chart outlines core programmatic elements for this additional round of the Year-Round funding and details the responsibilities of grantees alongside the supports provided by Commonwealth Corporation.

Programmatic Element	What does CommCorp Provide?	What is the role of the grantee and local program providers?
Required Elements for All Participants Across All Tiers		
Signal Success Career Readiness	All the online self-paced modules so that participants can develop career readiness on demand Design and facilitation of the live instructor-led online sessions as well as the review of and feedback on the self-paced modules Integration of learning between the two Signal Success modalities	Hire and support peer leaders in attending live instructor-led online sessions. Reinforce and encourage successful career development via case management. Periodically review participant progress and respond to communications from Signal Success instructors. Attend and support participation in at least one live instructor-led Signal Success for each month of programming.
Career Exploration	Organization and facilitation of online Career Chats and alumni panels Employer sponsors and professional advisors to embed career exploration in project-based learning intensives Guiding tools and support to help programs structure virtual mock interviews	Support participant attendance at Career Chats and Alumni Panels and encourage professional follow-up among participants (connecting on Linked In, sending a thank you email, etc.) Attend and support participation in at least one Career Chat/ Alumni Panel for each month of programming. Provide at least one local volunteer and/ or staff who is willing to speak at a Career Chat or Alumni Panel Organize virtual mock interviews including identifying professionals willing to participate
Case Management	Guiding tools, training and technical assistance Access to technology solutions to address communication and data collection challenges	Organize and conduct a virtual weekly group check-in to support success with program elements and structure a method for weekly individual check-in (email/ text exchange, phone call, etc.) for more specific guidance and support services Utilize YouthWorks funding allocation to address barrier removal and provide referrals as needed
Individual Personal Branding Capstone	Design of tiered capstone modules for participants to utilize as they complete their Signal Success self-paced. Design and facilitation of the virtual workshops to practice personal presentation and support development resumes, personal essays/ cover letters Design and facilitation of statewide and regional showcase events	Provide individual support to participants on developing and refining resumes, cover letters, personal essays and when appropriate Linked In profiles For Tier 3 participants, support clear next step planning to connect participants with additional opportunities for employment, education and training.

Programmatic Element	What does CommCorp Provide?	What is the role of the grantee and local program providers?
All participants must take part in **at least one** of these, but they may also participate in more than one. Programs should make every attempt to align approach by participant need and programmatic tier.		
Service- Based Learning	Guidance and TA support on structuring effective service learning Common assessment tools to track outcomes	Building internal capacity or partnering with local CBOs or schools to structure and facilitate hybrid or virtual service-learning projects
Subsidized Work Placements	Guidance and TA support on employer engagement, how to structure virtual internships and tools for supporting alignment to safety protocols Common assessment tools to track outcomes	Identifying, developing and monitoring virtual/ hybrid/ in-person placement opportunities
Sector-Aligned Project-Based Learning Intensives (February 16-19 and April 19-22)	Design and facilitation of the live facilitator-led sessions to support participants in taking part in project-based learning groups Development of resources and tools to support age and stage appropriate work and outcomes across the three program tiers Recruitment and coordination with employer partners and professionals to serve as project advisors and when appropriate project "clients"	Provide select staff to participate in a guidance capacity to participant teams during the intensive weeks. When applicable share referrals of interested professionals and employers
Micro Career Pathway Courses (Live classes: March 1-19, March 29-April 16, May 3-May 21)	Identify, vet and coordinate live group and asynchronous micro career pathway classes in high demand STEM and business skill topics Whenever possible support course alignment to Linked In skills assessments in order to help participants build their online skill portfolios through employer recognized electronic badges Maximize utilization of state funds by negotiating group rates and offering access to courses without additional costs to local programs	Support enrollment based on interest and fit and work with training partners and participants to ensure that youth have the necessary technology and access Support attendance, participation and completion by establishing stipends and incentives, providing encouragement and addressing barrier removal

Alignment to YouthWorks Age, Stage and Path Model

YouthWorks programs serve a wide range of participants in terms of ages, levels of career awareness, and goals. In order to better provide all participants with effective and relevant youth workforce development services, the YouthWorks offering is intentionally divided into three specific tiers, which

include service and project-based learning, early and career trajectory employment experiences, and career pathway training and support. The table below outlines the service strategy for these tiers specific to this hybrid and virtual offering.

YouthWorks Age, Stage and Path Model

	Tier 1- Service and Project-Based Learning	**Tier 2- Early and Career-Trajectory Employment**	**Tier 3- Career Pathway Training and Support**
	14-15-year-old participants	16-21-year-old participants	17-21-year-old participants
What are the key components?	• *Signal Success: Starting off Strong* • Service-learning projects coordinated with local community partners and/or supportive small group introductory work placements • Sector aligned project-based learning intensives with additional supports for younger participants • Mentorship and career exploration opportunities from near peers and working professionals • Cohort-based case management • Individual personal branding capstone focused on skills and interests	• *Signal Success: Building a Professional Self* • Subsidized work placements and/or a chance to explore career interests through a range of micro career pathway courses • Sector aligned project-based learning intensives with targeted skill development for key transferable skills • A combination of supervisor-based mentorship opportunities and/or collaboration and leadership development from near peers and working professionals • Cohort-based case management • Individual personal branding capstone focused on skills, interests and assets for early employment	• *Signal Success: Crafting a Career Path* • Career pathway planning and individual case management support • A combination of micro career pathway courses focused on a specific career or industry • Sector aligned project-based learning intensives with opportunities to take a leadership role and demonstrate career-specific skill applications • Mentorship and/ or collaboration and leadership development from near peers and professionals • Individual personal branding capstone focused on skills, interests, assets for early employment and career path plan
What is the key intent?	• Provide additional supports for younger participants to prepare them for future employment experiences	• Match participants with employment and learning opportunities that foster transferable skills • Support returning participants with growth opportunities that involve increased leadership, independence, and/or stronger alignment to career interests	• 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 • Support returning participants with marketable skills and increased opportunity

Key Deadlines and Program Dates

In order to support programs in planning for future commitments, the table below lists many key dates and timeframes.

Date/ Timeframe	Key Event, Deadline or Phase
December 1, 2020	Application Webinar
December 4, 2020	Online Application portal opens - contracts will be processed as they are submitted.
December 21, 2020	Last day to submit applications
January 8, 2021	Projected contract start date for successful applications
January 11-21, 2021	Trainings for staff to support enrollment and implementation
January 19-27, 2021	Trainings for peer leaders to support near-peer mentorship across programs
January 25, 2021	Start of participant programming, elements available: **CommCorp-Led/ Provided:** Asynchronous career pathway course materials Self-paced Signal Success Live online career exploration (Career Chats, Alumni panels) **Locally Provided:** In-person, hybrid, virtual work placements, In-person, hybrid and virtual community service projects (if applicable) Case management
February 1, 2021	Live Instructor-led weekly Signal Success starts
February 16-19	First Virtual Project-Based Learning Intensive[1] (no Signal Success or Career Chats during this week)
March 1-19	First 3-week – micro career pathway session
March 29- April 16	Second 3-week – micro career pathway session
April 5	Last day to enroll new participants
April 19- 22	Second Virtual Project-Based Learning Intensive[1]
May 3-May 21	Third 3-week – micro-career pathway session
May 24-June 4	Support sessions for personal branding capstone[1]
May 28	Program Reversion Report Due
June 3 & 9	Participant Presentations and Showcase Events
June 30	Contract end date
July 15	Final invoice and all participant-level data due
August 6	Final reports due

[1] No live instructor-led Signal Success and no Career Chats during this time

A. GENERAL INSTRUCTIONS

The specifications in this planning package pertain to the Commonwealth's FY2020 Budget (Line Item No. 7002-0012) which has been designated the YouthWorks – Supported Employment for Youth program. This is an application package. 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.

The online application portal will open on December 4th. **Full applications for this supplemental year-round allocation are due December 21st.** Applications will be processed as they are submitted and programs that submit earlier will be eligible to receive earlier contract start dates to allow for additional time for planning and recruitment.
Programs should submit **applications via this link:** https://commcorp.tfaforms.net/328866

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 related to the application process should be sent to the attention of:

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Youth Pathways Division
Commonwealth Corporation
2 Oliver Street, 5th Floor
Boston, MA 02109
E-mail: japplebaum@commcorp.org
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A1. Eligibility for Funds

Funds have been allocated to regions in tiered alignment with the level of youth in poverty specific to the priority cities and with consideration to the overall regional needs. MassHire Workforce Development Boards must target services to the priority cities, but **any youth from the communities served by the workforce investment region who meets the income and age eligibility guidelines may participate fully in the programming.** Please note, grantees **do not have to limit the share** of participants from non-priority cities. The table below indicates the available funding allocation, total enrollment targets and enrollment target benchmarks for key phases of program.

Supplemental YouthWorks Year-Round Allocation Table[2]

Tier- Regions (Priority Cities)	**2021 Supplemental YR Allocation**	**Winter/Spring 2021 YW Enrollment Target**	**Cumulative Enrollment Targets by:**		
			February 5th	**March 5th**	**April 5th**
Tier 1: Boston (Boston)	**$468,333**	**138**	28	83	138
Tier 2: Hampden County (Chicopee, Springfield, Holyoke, Westfield)	**$362,963**	**107**	21	63	107
Tier 3: Metro North (Cambridge, Chelsea, Malden, Somerville, Revere, Everett)	**$259,259**	**76**	15	45	76
Tier 4: Central Mass (Worcester) **Merrimack Valley** (Lawrence, Haverhill) **North Shore** (Lynn, Salem, Peabody)	**$207,407**	**61**	12	36	61
Tier 5: Bristol (Fall River, Taunton) **Greater Lowell** (Lowell) **Greater New Bedford** (New Bedford)	**$155,556**	**46**	9	27	45
Tier 6: Greater Brockton (Brockton) **North Central** (Leominster) **South Shore** (Quincy, Plymouth, Weymouth)	**$103,708**	**31**	6	18	31
Tier 7: Berkshire (Pittsfield) **Cape & Islands** (Barnstable) **Franklin Hampshire** (Northampton) **Metro South/West** (Framingham)	**$77,778**	**23**	5	15	23
Statewide Totals	**$2,801,680**	**827**			

[2] In the case that additional funding aligned with the YouthWorks program mission of providing Massachusetts teens with quality work-based learning and career development opportunities becomes available, Commonwealth Corporation reserves the right to work with the regional lead grantees to add additional financial resources and augment scopes of work accordingly.

A2. Available Funding

Summer

A total of **$2,801,680 in funding is available for the supplemental YouthWorks Year-Round programming**. The table above indicates the total funding award allocation along with the total participant and target enrollment numbers for various stages of programming. Target enrollment for the various developmental tiers of the program are not prescribed in order to maximize flexibility for programs to serve youth who are interested and a good fit for the programmatic offerings. However, all regions are encouraged whenever possible to plan for and support a full age, stage and path approach to programming. Programs that are significantly behind in their cumulative target enrollment by March 5th, will be expected to work with Commonwealth Corporation technical assistance providers more closely to improve recruitment and enrollment and/or structure a reduced contract to free up resources for additional programming.

A3. Designation of Lead Entity

Program eligibility is **not** limited to the cities and their regions identified in the allocation table. Applications to design and manage local YouthWorks programs must be submitted on a cooperative basis among the prioritized 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 program may be managed by *either* a priority city or by the local workforce board, depending upon local capacity and program goals – **only one manager per *region* is permitted**.

Grantees are encouraged to issue sub-grants to a network of organizations that are capable of directly providing or facilitating meaningful employment and career-related learning 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 or others. Applicants must identify specific organizations that will serve as subgrantees as part of the application.

A4. Application Process and Deadlines.

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

All applications must be received through the Commonwealth Corporation by **Monday, December 21, 2020** via the following link: https://commcorp.tfaforms.net/328866 The online application portal will be available starting December 4, 2020, and applications submitted before the deadline will be processed in the order that they are received.

- Applications should be no more than 8 pages 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 adequately describe activities within the scope of services included in this document will not be eligible for funding or may require revision in order to be eligible for funding.

A5. Required Application Contents

A. Program Narrative. (See pages 26-28 of the application.)

B. Application Cover Sheet. (See page 25 of the application.)

C. Program Budget and Narrative for Year-Round Programming (See attached.)

B. BEST PRACTICES FOR HYBRID AND VIRTUAL PROGRAMMING

Key Programmatic Features of the YouthWorks Year-Round Hybrid Model

- ✓ Rolling admission and enrollment through April 5th
- ✓ Flexible program structure allowing for youth to participate for as little as 8 weeks and as many as 20 weeks
- ✓ Centralized Signal Success career readiness and career exploration services led by CommCorp
- ✓ Ability to pair participants with a wide range of work and learning experiences based on interests and needs
- ✓ Statewide project-based learning and career pathway course opportunities

B1. Recruitment, Enrollment and Case Management

Programs are encouraged to think through how each of these components needs to be accomplished differently for virtual and hybrid programming. For example, programs this summer that emphasized the virtual aspect of the program upfront had fewer issues with converting applicants to participants because the expectations for the program were clear from the start. Additionally, conducting information and onboarding sessions online in an interactive manner helps participants know what to expect and provide opportunities to address technology barriers.

It is essential to avoid imposing additional or exacerbating existing barriers, **so all programs should plan to provide participants who need a device to access programming with a Chromebook or entry-level laptop as well as resources to access hot-spots or other internet services**. In many cases this may be a greater need among out of school youth. Finally, all programs need to identify additional modes of case management beyond email and voice mails. Layering in text-based communication, dedicated live online small group case management and team-based communication through tools like Slack and MS

Teams increases engagement and persistence among participants because it provides multiple avenues to access support.

B2. Utilization of Peer Leaders

One of the most promising practices across the YouthWorks partner network is the strategic use of peer leaders. Peer leadership roles provide opportunities for returning and/or older participants to practice leadership and project management skills while also serving as near peer mentors to younger participants. All programs are strongly encouraged to recruit and support at least one peer leader for every 12 projected participants. The peer leaders can support some staff implementation tasks while also benefiting from the learning components of the program. Programs may elect to pay peer leaders a higher wage and should include this information in their budget narrative.

B3. Quality Hybrid and Virtual Service-Learning Projects

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

Best Practices for Service-Based Learning:

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

B4. Online, Hybrid and In-Person Placements

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

Best Practices for Work-Based Learning Experiences:

- Active employer engagement and job development focused on identifying and developing quality work placements. For more information about quality placements, please refer to the Youth Employment Quality Work Placement Rubric in the YouthWorks Program Admin Guide 2020-2021.
- Clear and inclusive recruitment processes that include assessing potential participants interests and skills, and then utilizing this intake information to complete thoughtful job placement matches.
- Transparency with employers and participants upfront about the need for contingency plans for in-person placements that may need to transition to virtual or pause in the case of COVID-19 exposures or pre-emptive public health measures.
- Employer engagement orientation and support services that help employers understand the goals of the program and the needs of the participants.
- Agreement with employers about what types of tools and strategies will be used to promote accountability and support for remote or hybrid placements.
- Coordination with local Connecting Activities and Innovation Pathway programs to support an integrated approach to comprehensive career development for youth and young adults.

Universal Programming Components

B5. Commitment to Youth Wage and Safe and Appropriate Working Environments

All subsidized placements in the YouthWorks program must include all hourly wages no less than the Massachusetts minimum wage of $13.50 in 2021. Hourly wages above the minimum wage must be indicated and approved in the program budget.

Programs must pay an hourly wage or provide a comparable stipend for participation in all programming components. Programs should make every effort to maximize the financial benefits offered to participants through wage, stipends and appropriate program incentives. For more information please refer to the appendix on Stipends and Incentives.

Whether participants are visiting a work site for a few hours or are placed there for the whole program, all work sites must be safe and appropriate spaces for all program participants. Work sites that demonstrate bias against specific populations should not be considered for program participation. All programs must have clear and youth-friendly support policies to prevent harassment in the workplace and address any issues that may arise.

Worksites sponsored by faith-based organizations may not engage participants in activities that are religious in nature. For example, it is not appropriate for YouthWorks participants to be asked to teach younger children religious studies.

Due to the COVID-19 pandemic, all in-person programming for the year-round must meet the following criteria in order to be considered a viable placement:

- Able to support and adhere to all current Massachusetts Covid-19 Guidance and Directives[3]
- Confirmed in writing by the direct supervisor and an authorized signatory from the host company or organization.
- Approved in writing by an authorized signatory from the employer of record. Please note that the employer of record is subject to responsibility and liability for these placements.[4]

Organizations are encouraged to use the YouthWorks Checklist and Guiding Document for In-Person Programming found in the appendix of this application as a template for the kind of information that should be established and collected at the local program levels.

Additionally, programs that plan for substantial in-person components must establish simple and clear contingency plans for virtual programming in case an individual placement or entire program component needs to be discontinued or delayed due to public health concerns.

B6- Effective and Systematic Career Readiness

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

Required curriculum component: To help facilitate a consistent and progressive YouthWorks experiences in three tiers of the YouthWorks program and to promote a competency-based approach to employability skill building, Commonwealth Corporation will facilitate and provide access to all curricular materials for the three versions of required Signal Success instruction:

- *Signal Success: Starting off Strong*
- *Signal Success: Build a Professional Self*
- *Signal Success: Crafting a Career Path*

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

Program participants are expected to participate in one hour of live instructor-led Signal Success and one hour of self-paced Signal Success for every week in which they are a program participant. Programs must support participant needs and alignment by making sure that youth are enrolled in the correct version of Signal Success.

[3] https://www.mass.gov/info-details/covid-19-guidance-and-directives

[4] For more information, please see: https://www.mass.gov/info-details/massachusetts-covid-19-unemployment-information#workers'-compensation-

B7. Measuring and Documenting YouthWorks Outcomes

In order to document the accomplishments of YouthWorks and build an even stronger program, it is important for all regions to continue to augment their data collection and focus on reporting employment, education/training and skill gain outcomes. The Table below indicates the required data points and data collection tools and outlines which tools and outcomes are required of various programmatic components and approaches.

Table- Data Points/Tools

Required Across all Tiers and Approached	
Participant Social Security Numbers (CommCorp conducted wage record match)	
Participant-level demographic information, wage/stipend and hours of core program services	
End of program survey (paper and online versions available)	
Participant Case Study questionnaire (to be completed with a small strategic subset)	
Signal Success Competency-Based Portfolio	
Additional Requirement by Program Element	
Service-Learning Project	Massachusetts Work Based Learning Plan
Work Placement	Massachusetts Work Based Learning Plan
Sector-Aligned Project-Based Learning Intensives	Project Performance Assessment, deliverable and self-reflection
Micro-Career Pathway Courses	Course completion status and Linked In Skill Assessment results when applicable

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

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

B8. Technical Assistance Component and Collaboration:

Program technical assistance is based on YouthWorks performance standards which have been established to support shared understandings of promising practices in subsidized youth training and employment programs. All programs receive a dedicated lead technical assistance staff support from

CommCorp. Additionally, there are a range of group-based technical offerings that support practice and develop local leadership and innovation. Consistent participation in statewide, regional and local technical assistance is a requirement of the YouthWorks grant. The following list provides details about the technical assistance services.

1) **Group-based trainings for staff and peer leaders in January 2021**
2) **Statewide technical assistance convening in early April of 2021**
3) **Bi-weekly regional small group technical assistance Zoom meetings January-June.**
4) **Individualized technical assistance via meetings and calls** will support grantees in effective program design, implementation and assessment.

B9. 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/**. 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 DYS or DCF custody. Ensure that that school student-support staff have YW enrollment materials.
- Where feasible, support the transition of YW participants into CA school programming so that schools can be deliberate about capturing program experiences in college and career planning.

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 listed in Table below.

Table- List of additional Program Resources

Program	Description and Applicable Links
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 YouthWorks 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 program experience. **Link:** http://www.mass.gov/massworkforce/programs/wia-title-i/
Safe and Successful Youth Initiative (SSYI)	SSYI is a program administered by the Executive Office and Health and Human Services and is operated in 14 cities. The program model offers intensive outreach, case management, trauma supports and behavioral health services, education, employability and employment services to 17-24 year-old proven risk young adults. Local grantees may co-enroll youth who have been engaged in SSYI services, have a reduced risk level and are ready for a subsidized placement or career pathway program experience. **Link:** http://commcorp.org/programs/safe-and-successful-youth-initiative/
DYS L.E.A.D: Leadership, Employment and Advocacy Development	L.E.A.D. (formerly Bridging the Opportunity Gap) 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. A program experience with YouthWorks can be a strategic add-on service for many youth who are participating in the current LEAD programming. **Link:** 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. YouthWorks partners should consider partnering with TPP's to extend services and establish referral relationships. Additionally, TPP's may be suitable places to complete the cohort-based work readiness workshops for these participants. **Link**: 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/Pre-ETS community providers 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. **Link**: 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 and income level. Participants with additional risk factors and those who reside in the identified cities should be prioritized.

C1.1. Age Requirements.

A youth is eligible to participate in the YouthWorks program if he/she/they is between the ages of 14 and 21 at least some time during the period of programming. Similarly, within the various program tiers, participants should be within the range of the service population at least some time during the program service period. The Commonwealth 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 2020-2021 program year, 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 2020 federal poverty guidelines are included in the attachment section.** Local program administrators may use methods of documenting family income outlined in the YouthWorks 2020-2021 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.

As part of an effort to strategically target high-needs youth, all programs **are encouraged** to direct 20% of their allocated funding to vulnerable youth. The table below indicates the vulnerable youth target for each region. YouthWorks defines vulnerable youth 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. Additionally, regions may elect to define a COVID-19 affected status as part of the 20% vulnerable youth service population.[5] 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.

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

4. poor academic performance or a school dropout;
5. being the child of a single parent;
6. having a disability or special needs;
7. lack of fluency in English, or being a foreign immigrant; or
8. being a teen parent.

[5] Examples of possible qualifiers include the need to self-quarantine or care for family members, additional familial economic distress due COVID-19 related job loss, residual physical or emotional symptoms while recovering from exposure or illness.

C1.4. Place of Residence.

MassHire Workforce Development Boards must target services to the priority cities, but **any youth from the communities served by the workforce investment region who meets the income and age eligibility guidelines may participate fully in the programming.** There is no official limit on the amount of grant funds dedicated to serving eligible youth who reside outside of one of the 31 priority cities.

C1.5. Participation and Completion Requirements

For a youth to be counted as a participant they must have received at least 10 program hours. Participants can take part in programming for as little as 8 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 One participant might benefit from a 10-week program with an average of 4 hours a week while an older out-of-school youth in Tier Three may participate across all 20 weeks for an average of 15 hours a week. Participants may complete up to 300 paid hours or programming. The funding allocation and participant targets are based on anticipated costs for an average participant program of 120 to 140 hours.

For participants to be considered completers, they must complete at least 75% of their planned programmatic hours. Program plans can range from as little as 40 hours to as many as 300 hours.

C2. Allowable Expenditures.

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

Administrative Rates:

Programs with local allocations equal to or lower than $175,000 may use 10% of their total allocation toward administrative costs. All allocations higher than $175,000 must adhere to the 7.5% limit for administrative costs.

Additional Guidelines:

YouthWorks grantees' approved line item grant budget will reflect the guidelines listed below. All line items must be described in the budget narrative 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
- Electronic devices such as laptops and Chromebooks and internet access support services
- Transportation for youth participants
- Bus/train passes
- Van/bus rental
- Vocational, or supplemental career readiness materials including certification materials and testing fees
- Food for youth participants
- Youth stipends/wages
- Gift cards or other financial incentives (such as bonuses) for youth are permissible to a maximum of $250 per youth for the duration of the grant period as long as they are tied to program milestones and do not occur in any single increment greater than $100.
- Computer software
- Equipment rental
- Cell phone reimbursement for the program staff persons serving YouthWorks participants
- Youth and employer outreach materials
- Mileage for program staff (for the YouthWorks grant) in relation to services rendered under the YouthWorks grant. Reimbursement will be provided for mileage only (at the current reimbursement rate of the grantee's fiscal agent)
- In some cases, GED or HiSET testing fees and driver's licenses/state identification may be expended with prior approval from Commonwealth Corporation

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 10%/7.5% 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 are not required to provide a cash match for program expenditures, but programs are encouraged to document any related programmatic match. To be considered, *match must come from private sector commitments* – additional wages for youth – and not from other public funds that may be used to support the program.

Match can be documented as paid placements in any brokered youth employment programs including Connecting Activities. Additional details on the match requirements can be found in the YouthWorks 2020-21 Administrative Guide.

C4. Period of Performance.

The contracts for programs that submit complete successful applications in a timely manner will be issued with a period of performance of January 8, 2021 through June 30, 2021. Expenditures charged to the grant must be for program activity and services rendered during this period. All such contracted funds must be expended by June 30, 2021. 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 ensure 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 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 tollfree 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 database (https://www.youthworksdata.org/) for participant applications, program development and outcomes reporting.**

All final record data must be submitted prior to **July 15, 2021**. 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 2**) 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. Grantees must bill on at least a bi-monthly basis in accordance with the deadlines in the table below:

Expenses Associated with the following time period	Cash Request Due Date
January 8-February 28	No later than March 15th
March 1- April 30	No later than May 14th
May 1- June 30	No later than July 15th

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 emailed from or with an authorized signatory included in the communication. For this period in which operations continue to be impacted by Covid-19, cash requests may be emailed, but the grantee *must* maintain hard copy containing an original signature for the purposes of monitoring. 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. In addition to the cash requests, grantees must complete a reversion report form by May 28th. The cash request and reversion forms can be obtained from Dawn Wakelin at DWakelin@commcorp.org.

D6. Final Budget Expenditure Report.

Grantees must file final Cash Request Forms **before July 15, 2021**. These forms serve as a final budget expenditure report.

D7. Narrative Final Report. (Final Report Form will be provided to all grantees.)

Grantees must submit a **Final Report to the YouthWorks database by August 8, 2021**.

D8. Expectations for Grant Administration for 2020-21. Commonwealth Corporation seeks the following from all grantees:

- regular submission of cash requests during the program;
- regular data entry of total enrollment numbers on a weekly basis during active performance periods
- timely contract closeout – submission of final invoices and reports;
- 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 10 program hours. This 10 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.

YouthWorks 2020-2021— Supplemental Year-Round Program

Application Cover Sheet

City / Workforce Area: _____

Fiscal Administrator:_____

Program Contact Person: _____

Title: _____

Address 1: _____

Address 2: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

E-mail: _____

	Funding Request	Target # of Participants
Supplemental Year-Round Allocation		

Program Narrative for 2020/2021 Supplemental Year Round

1. **Recruitment, Target Population and Programmatic Approach**

    a. Complete the table below

Question	**Response**
What are total number of participants you plan to serve?	
What % of the participants do you estimate will be in school youth?	
Keeping in mind that participants can take part in multiple program components, what percent of youth do you estimate will participate in a…	
• Service-learning project?	
• Subsidized work placement?	
• At least one of the Sector-Aligned Project Based Learning Intensives?	
• At least one of the Micro-Career Pathway Courses?	
If you have multiple vendors, please use the lines below to indicate how many youth each vendor will target serving	
Vendor Organization Name	Sub-target for enrollment

b. How will the **eligibility determination be conducted**? How will the flow of information be managed and documented such that youth eligibility will be determined in advance of the projected start date for participation?

c. Please briefly explain how wages, stipends and incentives will be utilized to prioritize opportunities for youth to earn and access financial resources as well as to promote program retention and completion.

2. Staffing Plan, Case Management & Support Services

a. Complete the chart below to indicate the staffing plan. For programs with more than one vendor please group staff by vendor.

		With exception of staff whose main duties are administrative and/or fiscal, all program staff funded under this grant are expected to support youth for at least 8 hours in one of the two virtual Sector-Aligned Project Based Learning Intensives. For each relevant staff, please place a check by the session they will support.	
Staff Name and Title	Main Responsibilities for this grant	February 16-19	April 19-22

b. Detail your **case management** approach and be sure to indicate what tools and strategies you will use to connect with participants remotely as well as which services will be in-person. For any in-person case management, please provide a back-up remote plan.

c. Detail the **support services** that you plan to provide to participants.

d. Please indicate how many **YouthWorks peer leaders** you intend to recruit and hire.

3. **Employer Outreach & Partnership development**

a. If applicable, provide a sample list of employers who will provide subsidized work placements (remote, hybrid or in-person). If your program intends to provide in-person placements, briefly describe what contingencies you have planned in order to make sure youth can continue programming in the event that the in-person workplace is not viable for any period of time beyond an isolated day.

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

c. Please provide list of name(s) of staff, community partners or employers who would be willing to devote one hour to participating in a career chat with participants. Include a direct email contact or the best person to reach out to in order to facilitate an introduction to our outreach and engagement team.

4. **Program Operations and Administration**

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

   b. Describe basic **payroll procedures**.

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

5. **Budget and Budget Narrative**

   a. Complete the project budget template and budget narrative.

6. **Program Timeline and TA Support**

   a. Complete the table below indicating main goals and activities for each month of programming. If you have multiple vendors with varied approaches, please complete a table for each.

Month of Programming	**Main Activities and Goals**	**TA Support that would be helpful**
January		
February		
March		
April		
May		
June		

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Attachment 1

2020 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		$12,760	$25,520		$1,063	$2,127
2		$17,240	$34,480		$1,437	$2,873
3		$21,720	$43,440		$1,810	$3,620
4		$26,200	$52,400		$2,183	$4,367
5		$30,680	$61,360		$2,557	$5,113
6		$35,160	$70,320		$2,930	$5,860
7		$39.640	$79,280		$3,303	$6,607
8		$44,120	$88,240		$3,677	$7,353
Each additional family member:		$4,480	$9,686		$403	$807

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 2020 went into effect as of January 14, 2020. The Federal Register notice was published January 17, 2020 and can be viewed at : https://www.federalregister.gov/documents/2020/01/17/2020-00858/annual-update-of-the-hhs-poverty-guidelines

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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.

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

Attachment 3- YouthWorks Guidance on Stipends and Incentives

A **stipend** payment is given to people who are participating in an internship, project-based learning opportunity, apprenticeship, or a fellowship, and represents a payment to help the recipient defray living expenses. **A stipend is typically not based on the number of hours worked in a week,[6] but rather on a prearranged set of factors regarding the type and amount of work that is expected be completed in a period of time.** It represents a payment that enables somebody to be exempt from waged or salaried employment in order to undertake a role that is normally unpaid.

- ✓ Program staff are responsible for documenting the project assignments and successful completion of project/ learning program components.[7]
- ✓ Program staff may assign youth to classes, learning sessions and/ or workshops for completion in order for a stipend to be awarded.
- ✓ If the participants are not employees, the program will **not** be responsible for social security taxes, nor any payroll withholdings.[8]
- ✓ Often programs will not use payroll to manage this system as there is no tax responsibility.
- ✓ The program WILL issue a 1099 MISC to the student/ young person at year-end tracking payments made. A 1099 MISC should be issued for any stipends above $600 annually.
- ✓ Students and sites are encouraged to seek tax advice regarding the 1099 MISC and student income tax, specifically the student's eligibility for the earned income tax credit.
- ✓ When programs offer a stipend as part of learning program, the student/ young person is not an employee and therefor will not be eligible for worker's compensation insurance coverage; instead programs should be sure to have a clear student/intern accident policy.[9]

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

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

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[6] Programs are still encouraged to document participant schedules, but in a manner consistent with school attendance and oriented toward capturing effort and improvement as opposed to conflating attendance with work hours.

[7] Having a clear participant schedule is an essential step, please refer to the example on page 9 of https://tinyurl.com/y457hwb4

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

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

Attachment 4- YouthWorks Checklist and Guiding Document for In-Person Programming[10]

The following chart clarifies what information to collect and submit in order to meet the requirements for approval of in-person YouthWorks Placements.

Documented	Information to be documented/ submitted	Relevant Requirement Supported by this information.
	Name of the organization and a description of the position. If multiple placements are intended, please note this.	
	Summary of health and safety protocols to be followed at the in-person worksite. These protocols should cover not only the basics asked of all businesses but also anything relevant to the YW placement duties.	Able to support and adhere to all current Massachusetts Covid-19 Guidance and Directives
	Relevant PPE needed for placement and whether the employer, YW partner organization or youth is responsible for providing these items.	Able to support and adhere to all current Massachusetts Covid-19 Guidance and Directives
	Who at the worksite is responsible for overseeing participants' adherence to health and safety protocols? Under what circumstance will a worksite inform the partner organization if protocols were not followed?	Have a clear written policy that explains how worksites will monitor and immediately address any breaches in safety practices. **Please note** that anytime there is a concern that a YouthWorks participant has been exposed to COVID-19 at a worksite, the Commonwealth Corporation and MA Department of Industrial Accidents must be informed.[11]
	Names of individual(s) from the partner organization and workforce board will be responsible for monitoring and oversight of this placement	Be supported by regular on-site monitoring from the both the vendor agency and the workforce board.
	Names and dates of signed agreements from the worksite and the employer of record or programs can submit a copy of the actual agreements	Confirmed in writing by the direct supervisor and an authorized signatory from the host company or organization. Approved in writing by an authorized signatory from the employer of record.[12]

[10] Non-worksite in-person programming is subject to the same safety and health guidelines and also must be approved by a signatory of the vendor organization running the program and if the training is being held at another site such as a school or training partner, a signatory from their organization must also approve the programming.

[11] MA Department of Industrial Accidents (617) 727-4900 or info2@mass.gov

[12] Please note that the employer of record is subject to responsibility and liability for these placements. Programs may not ask participants or guardians to waive their rights to worker's compensation.

EXAMPLE for illustrative purposes only. All identifiers have been removed.

Name of the organization and a description of the position	**Organization:** ---------- **Position:** Community Gardener (3 positions) **Description**: Participants will develop and maintain garden plots while learning about sustainable plants and community beautification.
Summary of health and safety protocols (general and specific to YW participant)	The set-up of the gardens lends itself to containment and social distancing. ---------- is home to five community gardens, which each contain beds that are 3x 15 feet, and are separated by three feet. The plots in total are 100 x 25 feet wide. Teens will be properly masked and gloved and no more than two youth will work in a garden at a given time. Additionally, youth will be given their tools for the day and keep them for use throughout the day to prevent passing them around between workers. Tools will also be sanitized at the beginning and end of every shift. Sanitation products will be readily available, and a log will be kept of any interactions that occur with garden volunteers throughout the day.
Relevant PPE needed and how it is provided	Masks and gloves will be provided by the worksite with funding support from the YW organization
Policy for handling breeches in safety protocols	----------, supervisor will be responsible for ensuring that safety policies are strictly followed during summer work. If a breach in safety protocols occurs ---------- will contact ---------- from the YW partner organization. ---------- will review YouthWorks safety expectations and inform the parents of the participant of the concern. Any failure to follow safety protocols that results in a known exposure to COVID-19 will be reported to Commonwealth Corporation and the MA Department of Industrial Accidents.
Monitoring and Oversight	---------- from the YW partner organization ---------- from the workforce board
Verification of worksite approvals	---------- signed on 5/26/20 for the worksite ---------- signed on 5/27/20 for the employer of record