



COMMONWEALTH
 **CORPORATION**

REQUEST FOR PROPOSALS

2026

YouthWorks

RELEASED NOV. 2025



YouthWorks



APPLICATION

Click here to begin your application and submit your proposal.



PRIMARY CONTACT

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QUESTIONS

Bidders can submit questions and sign up for notifications. Click here to learn more.



WEBSITE

www.commcorp.org

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SECTION A: BACKGROUND

About YouthWorks

YouthWorks is a state-funded (line item 7002-0012) youth employment program that helps teens and young adults gain the skills and experience needed to begin their career journey. The Program is offered through the Executive Office of Labor and Workforce Development and administered statewide by the Commonwealth Corporation. The anticipated outcome is to provide young people with the skills, experience, and networks to be able to secure employment in the unsubsidized labor market in critical areas of the economy including but not limited to advanced manufacturing, health care, information technology, and construction.

Glossary of Terms and Acronyms

For additional definitions, please refer to the YouthWorks PY26-27 FAQ available on the YouthWorks RFP page.

Term	Definition
CommCorp	Commonwealth Corporation.
Cycle 1	Summer programming period.
Cycle 2	Year-round (school-year) programming period.
Hub (YouthWorks Hub)	The data management platform used to record youth profile information, eligibility documentation, participation records, and worksites.
Lead entity/grantee	The organization contracted by CommCorp to deliver YouthWorks programming. This is the organization applying to receive YouthWorks funds.
Letter of Intent (LOI):	A document submitted prior to the full application indicating intent to apply.
LMS (Learning Management System)	The online platform used to complete Signal Success modules and track attendance.
Signal Success	The required work readiness curriculum for all YouthWorks participants. Alternative curriculum must be pre-approved by Commonwealth Corporation.
Sub-grantee/Partner:	The entity contracted by lead entity to collaborate or implement specific services. These two terms (sub-grantee/partner) are used interchangeably.

Population Served

Participants of this program are **14- 25 years old** who are at risk of falling into chronic unemployment through lack of exposure to employment opportunities, experience, mentorship, and

access to opportunity. All YouthWorks participants must meet four eligibility requirements: Age, Income (low-income), at least one Risk/Demographic Factor¹, and Geographic Residence. (See Section E for detailed descriptions and documentation requirements)

YouthWorks Age, Stage & Path Model

The YouthWorks Age, Stage & Path Model is grounded in developmental career theory, which recognizes that [self-concept](#) evolves throughout one’s lifetime, and that career development is shaped by experience, identity, and life stages.¹ By aligning program tiers with both age and stage of experience, Youthworks ensures that participants receive support, training, and experiences that meet them where they are. This allows flexibility for youth whose maturity, experience, or readiness may not align neatly with their chronological age. YouthWorks consists of four tiers that align with youth participant’s age and stage of development.

Tier	Age and Stage
Tier 1 - Service and Project-Based Learning	14–15-year-old participants <i>Youth with little to no work experience and/or no career path in mind.</i>
Tier 2 - Early and Career Trajectory Experiences	16–17-year-old participants <i>Youth with no job history or one prior job, open to exploring career paths.</i>
Tier 3 - Career Pathway Training and Support	18–21-year-old participants <i>Youth with some work experience who are intent on a specific career path.</i>
Tier 4 -Credentialing & Certification	22–25-year-old participants <i>Young adults committed to exploring a career path offered in their region.</i>

Diversity, Equity, Inclusion, and Belonging

As a recognized leader in workforce development, Commonwealth Corporation is deeply committed to embedding Diversity, Equity, Inclusion, and Belonging (DEIB) into every facet of our work. This commitment is reflected not only in the programs and services we deliver but also in the people we serve, the partnerships we nurture, and the culture we cultivate within our organization.

¹ Risk/Demographic factors include being a member of the LGBTQ+ community; a Person of Color; from a single-income household; experiencing housing insecurity; identifying as having a disability; or other youth determined eligible by Commonwealth Corporation, including those involved with the justice system (e.g., DYS-committed, on juvenile probation, gang-involved, CRS, or juvenile arrest), actively in or aged out of foster care, a school stop-out, a child of a single parent, having limited English fluency, or being a teen parent.

SECTION B: GENERAL INSTRUCTIONS

Application Process and Deadlines

Applicants must submit a letter of intent by Monday, December 15th, 2025, at 11:59pm via the [Letter of Intent Portal](#) to be considered for funding.

All applications must be received by the Commonwealth Corporation by **January 13th, 2026, at 11:59pm** via the [PY26-27 YouthWorks Application Portal](#).

- The online application portal will be available starting November 19th, 2025
- All required attachments must be attached to your submission.
- Regions intending to use alternative work readiness curriculum must upload required documentation to secure approval
- Applications that do not adequately describe activities within the scope of work included in this document may require revision to be eligible for funding
- The lead entity, the MassHire Workforce Board, must apply on behalf of the region to receive program funds.
- Programs should submit questions for response via the [PY26-27 Youthworks RFP Question Form](#) by December 3rd, 2025
 - Questions may be accepted after this time, but questions submitted during this period will be given priority for response.

Required Application Contents

The following parts make up the required components of the Grant Application Package

- [Online form submission](#)
- Completed Work Plan Template, including all required tabs: Program Summary, Cycle 1, Cycle 2, Staffing Plan)
- Alternative Curriculum Application Materials (if not using Signal Success)
- Completed Program Budget.
- Completed [Fiscal Readiness/Capacity Survey](#)
- Fiscal Policy and Procedures Guide (if updated since last submission)
- Organization's W9 (for the contracting organization, updated within the past 12 months)
- Employee Handbook (if updated since last submission)
- Organizational Chart (if updated since last submission)

Duration of Grant

Funds must be used in Program Year (PY) 2026-2027 to prepare for and support youth and young adult training and employment programs **between June 22, 2026, and June 30, 2027**. Project expenses related to instructional/training staff, training equipment/supplies, employer outreach, case management and other activities are authorized to begin on the start date listed on the contract, or in the event of delayed signing, as of the date a contract is signed.

- **Cycle 1 Period (June 22, 2026 – August 31, 2026)**: Programs must be designed to provide each participant with a minimum of 40 program hours of program activity between June 22, 2026, and August 30, 2026.
- **Cycle 2 Period (September 9, 2026 – June 30, 2027)**: Programs must be designed to provide each participant with a minimum of 40 program hours of program activity between September 9, 2026, and June 30, 2027.

- Note: Participants who are 17 and under may work only within the limits established by Massachusetts and federal child labor laws for both school days and non-school days (see embedded link).

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

Right to Contact Applicants for Clarification

Commonwealth Corporation reserves the right to contact applicants for clarification or negotiation, to extend or revise any deadline, and to reject or accept any proposals in whole or part, if deemed to be in the best interest of the YouthWorks program. The Commonwealth Corporation may negotiate the terms of the contract before issuing the award.

RFP Timeline & Schedule

Activity	Date
Request for Proposals Information Session	November 18 th , 2025
Request for Proposals Released	November 19 th , 2025
Application Portal Opens	November 19 th , 2025
Priority Deadline to Submit Written Questions	December 3 rd , 2025
Responses to written questions posted to website	December 12 th , 2025
Letter of Intent Due	December 15 th , 2025
Application Responses Due	January 13 th , 2026
(Anticipated) Application Status Notification	March 2 nd , 2026
(Anticipated) Contract Start	April 1 st , 2026
Worksites Entries into CC YouthWorks Hub	June 22 nd , 2026, or a week to region's program start date (<i>whichever comes first</i>)
Key Data Dates	<p>Cycle Data Entry Completion Deadline</p> <ul style="list-style-type: none"> • Cycle 1: September 15th, 2026 • Cycle 2: July 15th, 2027 <p>Reporting Deadlines</p> <ul style="list-style-type: none"> • September 30th, 2026 • February 15th, 2027 (Progress Report) • July 31st, 2027
Contract End	June 30 th , 2027

Questions related to the application process can be emailed to: youthworks@commcorp.org

SECTION C: FUNDING GUIDELINES

Eligible Applicants for Funds

To preserve continuity and maximize opportunities for lasting program improvements, the lead applicant(s) should be the same lead from previous YouthWorks programming years. Lead applicants (Mass Hire Boards) are responsible for ensuring that their sub-grantees and partners focus on services to cities or communities with high poverty and unemployment rates. However, any participant from the workforce investment region who meets the eligibility guidelines may participate fully in the programming.

Sub-Grantees and Partners

Sub-grantees/partners are cities, organizations or other entities that are formally identified in the grant application and contract to provide program services. These are distinct from worksites, which are the individual employers where participants complete work experiences. While an organization may serve as both a sub-grantee and a worksite, only sub-grantees and partners are contracted directly under this grant and are required to submit budgets for grant activity. Sub-grantees and partners may:

- Serve as intermediaries and brokers to recruit employers and youth, or
- provide a gap-filling service to support program goals

Eligible entities include community-based organizations, public agencies, qualified faith-based organizations, One-Stop Career Centers, non-profit youth serving organizations, or other entities whose mission and population served align with the YouthWorks grant program. Regions that sub-contract with other organizations must specify their sub-grantees or partners in their application and keep this information current. Note:

- Notify your assigned Regional Support Manager in writing if revisions are needed.
- Commonwealth Corporation reserves the right to reject any change to programming or budgets that does not reflect the original proposal.
- Lead applicants must work together with their local partners to design effective programs that meet the needs of local participants.

Available Funding

Commonwealth Corporation anticipates up to **\$14,400,000** in total funding across the state to serve approximately 3,000 youth statewide. Funding awarded will be for the use of the entire program year (Cycles 1 and 2), inclusive of planning, outreach, recruitment, enrollment, and delivery of program activities beginning April 1st, 2026. Cycle 1 programming will take place June 22, 2026 – August 30, 2026, with Cycle 2 beginning September 9, 2026 – June 30, 2027. The April programming start date is in support of training for Peer Leaders and hiring of supporting program staff. Funding will support placements and programming that take place virtually, in-person or hybrid, which will be decided by regions. This funding will be based on allocated amounts per region. Please see the regional breakdown below:

Table C.1

MassHire Region	Proposed PY 26-27 Allocation
Berkshire	Up to \$324,000
Boston	Up to \$2,520,000
Bristol	Up to \$950,400

Cape and Islands	Up to \$144,000
Central	Up to \$1,296,000
Franklin-Hampshire	Up to \$273,600
Greater Brockton	Up to \$691,200
Greater Lowell	Up to \$662,400
Greater New Bedford	Up to \$648,000
Hampden County	Up to \$1,872,000
Merrimack Valley	Up to \$1,022,400
Metro North	Up to \$1,468,800
Metro South/West	Up to \$619,200
North Central	Up to \$273,600
North Shore	Up to \$878,400
South Shore	Up to \$612,720

Funding Allocation Criteria and Tier Requirements

Funding allocations are determined based on multiple factors, including but not limited to program scope, historical performance, statistical analysis of eligible population, and geographic coverage. As a new threshold for this funding cycle, programs are expected to serve a minimum number of participant tiers based on their funding level.

Tier Threshold Criteria

1. **\$500,000 or less:** Regions receiving \$500,000 or less are expected to serve at least one participant tier among Tiers 1-3.
2. **\$500,001 - \$1,000,000:** Regions receiving above \$500,000 but under \$1,000,000 must serve at least two participant tiers among Tiers 1-4 and offer both Cycle 1 and 2 programming.
3. **Over \$1,000,000:** Regions receiving more than \$1,000,000 are expected to serve at least three participant tiers among Tiers 1-4 and offer both Cycle 1 and 2 programming.

Table C.2

Allocation Range	Minimum Tiers Served	Description
\$500,000 or less	At least 1 tier	Expected to serve at least one participant tier among Tiers 1-3.
\$500,001 - \$1,000,000	At least 2 tiers	Expected to serve at least two participant tiers among Tiers 1-4 and offer both Cycle 1 and 2 programming.
Over \$1,000,000	At least 3 tiers	Expected to deliver services to at least three participant tiers among Tiers 1-4 and offer both Cycle 1 and 2 programming.

Participant Wages

The YouthWorks program will continue to provide participants with wages ranging from a base of \$15/hr (MA minimum wage) up to \$20/hr across all tiers. The Maximum Allowable Combined Incentive, Stipend, and Wage Expense (per participant) for the program year are below:

- **Cycle 1:** \$3000
- **Cycle 2:** \$5000

All programs must apply a consistent wage structure for participants within the same cohort; for example, all participants in the same cohort must receive the same hourly wage. Note:

- Peer leaders may be paid a higher rate within the approved wage range to reflect their additional leadership responsibilities
- Any region that anticipates paying over \$20/hr. or exceeding the maximum combined stipend and wage limit must obtain written approval from Commonwealth Corporation prior to the start of programming.

These figures exclude fringe, participant support services, and support service stipend

Employer Match and Partnership Guidelines

Lead agencies are highly encouraged to strengthen employer relationships and leverage non-public sector investments to enhance worksite placements and expand wage matching opportunities beyond the required 10% fiscal match. Increased matching efforts will be a focus of monitoring and technical assistance in the upcoming program year. Furthermore, Commonwealth Corporation encourages applicants to:

- Leverage regional partners & engage employers whose mission aligns with YouthWorks goals, expand recruitment in high-growth industries identified in their Regional Workforce Blueprints and Commonwealth priorities by the Healey-Driscoll Administration (including life sciences, health care, human services, clean energy, and advanced manufacturing).²
- Collaborate with Chapter 74 approved vocational-technical programs;³ schools participating in MA College and Career Pathway Initiatives community colleges; public agencies; employers; and community-based organizations focused on workforce development.
- Make connections to an academic interest, of their target populations (e.g., climate and clean energy; language arts; numeracy; STEM).
 - Strategically pair cycle 1 and 2 programming so YouthWorks participants can experience a sustained and progressively sequenced set of work and learning experiences.

Failure to provide sufficient employer or non-public sector match in a timely manner may be considered by Commonwealth Corporation as a cause for disallowing expenses in the current year's contract and/or a factor in establishing award levels for the following year's YouthWorks program.

Program and Resource Connections

YouthWorks grantees are encouraged to leverage and braid funding with other state and local workforce initiatives such as Connecting Activities (CA), Workforce Innovation and Opportunity Act (WIOA) to maximize their impact. Examples of these collaborations include:

- Working with CA staff in local high schools to provide information about YouthWorks.
- Providing student support staff with 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.

² [Regional Workforce Blueprints | Mass.gov](#)

³ <https://www.doe.mass.edu/ccte/cvte/cte-families/default.html>

SECTION D: PROGRAMMATIC REQUIREMENTS

Programs must align implementation with the YouthWorks program model and meet all core programmatic requirements outlined in this section. The Tier Overview Table and Programmatic Element Responsibility Matrix summarize required components.

All Youthworks funded programs are required to:

- **Deliver services consistent with the age, stage, and path model**
 - Participants should generally be placed in the tier that aligns to their age. If during intake, it is determined that a participant stage does not align with their age; programs may place them where they will benefit most.
 - Regions facing enrollment challenges must report these during monthly check-ins and work with Commonwealth Corporation staff to adjust strategies or contracts as needed.
 - Regions with high demand should maintain a documented waitlist.
- **Meet or exceed the minimum required program hours and curriculum standards by tier.**
 - Programs may design different schedules across cycles so far participants complete the required minimum hours per cycle (See Section C: Funding Guidelines for participant wage ranges and limits)
- Comply with the case management, data entry, and program delivery expectations described below and in section E.

Core Programmatic Elements (Required for Every Participant)

Each YouthWorks program must provide the following core elements for every participant:

1. Work Readiness Training
2. Career Exploration Activities
3. Case Management and Wraparound Support Services.

Work Readiness Training

All YouthWorks participants must complete a work readiness training component that develops employability skills necessary to succeed in Massachusetts' evolving economy. This component is fulfilled through Signal Success or an approved alternative curriculum.

- **Signal Success Work Readiness Curriculum:** Participants in programs that utilize Signal Success must complete a minimum of 10 hours of training. The curriculum is divided into tiers that are consistent with YouthWorks' Age and Stage model. Each tier consists of ten modules that take approximately one hour to complete. It is highly recommended that applicants design their programming to include all modules within a tier.
 - The *Signal Success* training curriculum can be delivered virtually, hybrid, or in-person. Virtual self-paced modules are available for Tiers 1-3 in English and Spanish. Tier 4 is only offered in-person and is not available in Spanish.
 - All modules can be accessed through the YouthWorks Learning Management System (LMS). To ensure a consistent and progressive YouthWorks experience, Commonwealth Corporation will provide access to all instructor-led curriculum training materials for the four Tiers of *Signal Success* instruction:
 - Signal Success: Tier 1 (Starting off Strong)
 - Signal Success: Tier 2 (Build a Professional Self)
 - Signal Success: Tier 3 (Crafting a Career Path)
 - Signal Success: Tier 4 (Emerging into Career and Career Management)

- Participants who have completed all modules within a given tier are still required to complete at least 10 hours of Signal Success learning.
 - Programs may provide a refresher of prior Tier topics or use materials from other Tiers.
 - Training can further be adapted to meet each participant's ongoing development needs at a program's discretion.
- **Alternative Curriculum option:** Programs may use an [approved alternative curriculum](#) in place of the Signal Success curriculum provided by Commonwealth Corporation. Participants in these programs must complete a minimum of 10 hours of training that meets the criteria outlined below:
 - Includes all *Signal Success* Key Skills/Level Up Skills
 - Includes content for all ages and stages of participants served
 - Includes an assessment component that checks for understanding
 - Includes a way to collect and report participant feedback

Attendance Tracking:

- Regardless of the curriculum used or delivery method, all attendance must be entered into the Learning Management System (LMS).
- It is recommended that regions enter their participant information in the YouthWorks Hub as soon as possible prior to the start of programming to ensure timely participant access to the LMS.

Case Management and Wraparound Services

Commonwealth Corporation defines case management as participant-centered approach in the delivery of individualized career services designed to develop comprehensive employment plans for participants, assist participants to overcome barriers to employment, ensure access to the necessary training and supportive services that impart relevant skills and connect participants with high-quality career opportunities, and provide support during program participation and after job placement. Each contracted and sub-contracted site is required to provide advocacy and support to program participants by conducting needs assessments, developing customized success plans, and monitoring and evaluating participant progress on a regular basis. In addition, each site should maintain an active list of resources and referrals to other wrap-around support services and networks that participants can access when needed.

Case Management should occur throughout a participant's engagement with the program. Programs are encouraged to keep a detailed log of communication between participant and program support especially indicating multiple efforts to communicate with a participant around subjects such as timesheet completion, completed program hours, additional program opportunities, etc.

Career Exploration Activities

Commonwealth Corporation defines career exploration as structured activities that expose young people to workplace environments, industries, and career paths through hands-on, simulated, or work-based experiences. These include summer jobs, internships, service-learning projects, project-based learning, or other work-based placements that are designed to build transferable skills and gain insights into potential career pathways.

Service-Learning Projects (Quality Hybrid and Virtual)

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

Work-based Learning Placements (Online, Hybrid, and In-Person)

Work-based learning is the foundation of the Early and Career Trajectory Experiences (Tiers 2 & 3) and a core element across all YouthWorks tiers. Commonwealth Corporation defines WBL as structured experiences that integrate classroom instruction with real-world work opportunities. Placements match participants with subsidized jobs that build transferable skills and reflect the rigor of paid employment. While traditionally, these placements are conducted entirely in-person, many can translate into strong online and hybrid options. Regions are encouraged to use existing Work-Based Learning (WBL) tools from other programs to support and document placements.

Peer Leadership

Peer leadership roles provide opportunities for returning and/or older participants to practice leadership and project management skills, while also serving as peer mentors to younger participants. Programs are strongly encouraged to recruit and support at least one peer leader for every 12 projected participants. The peer leaders can support staff implementation tasks while also benefiting from the learning components of the program. The earlier June start date of programming has been incorporated into programming regions to provide support and guidance to Peer Leaders before summer programming launches later in the summer.

Tier-Aligned Career Exploration Activities

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 tier:

- **Tier 1:** Service-based learning, Sector-Aligned Project-Based Learning
- **Tier 2:** Subsidized Work Placements, Sector-Aligned Project Based Learning, Peer Leadership
- **Tier 3:** Subsidized Work Placements, Sector-Aligned Project Based Learning, Peer Leadership
- **Tier 4:** Subsidized/Career Specific Work Placements, Peer Leadership

Regions are encouraged to use work-based learning tools (such as the Massachusetts Work-based Learning Plan) and similar frameworks to document and assess participant skill development.

Tracking Participation and Completion Requirements

All participants must be paid for work and training hours, including orientation hours, using grant funds. Participants who engage in both Cycle 1 and Cycle 2 may be counted toward the region's participant target for each cycle and must be entered in the YouthWorks Hub as two separate participation records.

- **Program Completer:** To be considered a program completer, participants must complete all required components of their assigned program design, totaling a minimum of 40 total

programmatic hours. These hours must include 10 work readiness training hours (Signal Success or approved alternative curriculum) and other work-based learning activities (such as service-based learning, work placement, project-based learning). Completion must be evidenced by data entered in the YouthWorks Hub, including the required fields.⁴

- **Program Non-completer:** Participants who complete at **least one (1) hour of programming** but do not meet the 40-hour minimum or fail to complete all program components are considered enrolled participants/ non-completers. These participants must still be entered into the YouthWorks Hub, with the Overall Program Completion status field marked appropriately based on their circumstances.

This applies to all participants enrolled during Cycle 1 Period (June 22, 2026 - August 30, 2026) and those enrolled in Cycle 2 Period (September 9, 2026 - June 30, 2027)

Notes:

- Programs should support participants with flexible schedules that offer opportunities for substantial skill gain without interfering with educational requirements for in-school youth, including summer school.
 - For example, a Tier 1 or Tier 2 participant might benefit from a shorter-term experience (e.g., a 10-week program averaging four to five (4-5) hours per week) during Cycle 1, whereas an older out-of-school Tier 3 participant may engage throughout the full Cycle 2 period, averaging more than 10 hours a week, based on program design and learning goals.
- Peer Leaders enrolled between June 2026 - June 30, 2027: Peer leaders must also complete at least 40 program hours. 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.

Recruitment, Enrollment, and Placement

- **Recruitment and Enrollment:** Recruitment processes should assess potential participants' fit for the program in terms of interests and skills. Additionally, programs should think through how each of these components will be accomplished differently for virtual, in-person, and hybrid programming.
 - **Every YouthWorks participant must have a signed confidentiality release form, photo and media release form, and data-sharing agreement on file.** These forms authorize the release of participant record data, including Social Security Numbers.
 - For organizations who do not already collect this information in their standard intake process, a template for these releases and agreements will be provided by Commonwealth Corporation upon request and prior to contract start.
 - Grantees are responsible for collecting, retaining, and securely storing these documents in accordance with their own organizational policies and procedures. Documentation must be available to Commonwealth Corporation upon request.

Commitment to Participant Wage, Safe and Appropriate Working Placements

All subsidized placements in the YouthWorks program must include an hourly wage no less than the Massachusetts minimum wage of \$15.00/hr. All hourly wages must align with the tiered wage ranges provided.

⁴ Required fields can be found in the YouthWorks Technical User Guide

- Prior to the start of participants engaging at a worksite, site supervisors must provide comprehensive orientation including but not limited to the use of safety equipment and any tools/equipment which will be used by participants.
- Programs must pay an hourly wage or provide a stipend for participation in all programming components. Programs should make every effort to maximize the financial benefits offered to participants through wages, stipends, and appropriate program incentives.
- Whether participants are visiting a worksite 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. All programs must have clear and participant-friendly support policies to prevent harassment in the workplace and address any issues that may arise.
- Worksites should post Child Labor Laws, when appropriate, and ensure participants are aware of workers' rights.
- Worksites sponsored by faith-based organizations may not engage participants in activities that are religious in nature.

Note: All participants taking part in work placements **must have a valid work permit.**

Program Accessibility

Programs are encouraged to minimize barriers to participation so all participants can fully engage. Program funds (Participant Support Services line item) may be used to increase accessibility, including providing access to technology or addressing other identified barriers.

Table D.1: Tier Overview

Tier Details <i>\$15/hr (MA minimum wage) up to \$20 across all tiers.</i>	Program Hours <i>See more info on mass labor laws for youth: work hours & prohibited jobs</i>	Target Participant Background	Focus	Work Readiness Training (minimum 10 hours)	Other Program Components
Tier 1 – Service & Project Based Learning 14-15 years old	<ul style="list-style-type: none"> • Cycle 1 (Summer): minimum 40hrs • Cycle 2: minimum 40hrs 	Youth with little work experience and/or no career path in mind.	Build foundational work-readiness through service-learning, project-based experiences, and early exposure to the workplace.	<ul style="list-style-type: none"> • Signal Success Tier 1 • <i>Alternative Curriculum</i> 	<ul style="list-style-type: none"> • Case management & wraparound services • Service-learning or intro work placements • Project-based learning initiatives
Tier 2 – Early & Career Trajectory Experience 16-17 years old	<ul style="list-style-type: none"> • Cycle 1 (Summer): minimum 40hrs • Cycle 2: minimum 40hrs 	Youth with no job history or one prior job, open to exploring career paths.	Explore career options, transferable skills, personal branding, and early leadership roles.	<ul style="list-style-type: none"> • Signal Success Tier 2 • <i>Alternative Curriculum</i> 	<ul style="list-style-type: none"> • Case management & wraparound services • Career exploration through civic engagement • Transferable skills & personal branding • Career pathway planning
Tier 3 – Career Pathway Training & Support 18-21 years old	<ul style="list-style-type: none"> • Cycle 1 (Summer): minimum 40hrs • Cycle 2: minimum 40hrs 	Youth with some work experience who are intent on a specific career path.	Access certifications, mentorship, resume/interview prep, and aligned job placements.	<ul style="list-style-type: none"> • Signal Success Tier 3 • <i>Alternative Curriculum</i> 	<ul style="list-style-type: none"> • Case management & wraparound services • Industry certification pathways (e.g., Trades) • Mentorship & pre-apprenticeship • Resume building & interview preparation • Job placement with career alignment • Best Practice (optional): Industry aligned credential
Tier 4 – Credentialing & Certification 22-25 years old	Ideally cohort-based	Young adults committed to exploring a career path offered in their region.	Transition into the workforce with advanced credentials, peer mentorship, and sustained career support.	<ul style="list-style-type: none"> • Signal Success Tier 4 • <i>Alternative Curriculum</i> 	<ul style="list-style-type: none"> • Case management & wraparound services • Industry certifications & mentorship • Job placement support • Interview preparation & practice • Professional resume & branding • Peer mentorship roles • CPR/First Aid or industry credential • Optional: WIOA-aligned training

Table D.2: YouthWorks Programmatic Roles, Responsibilities, and Support Matrix

Program Element	Lead Entity	Commonwealth Corporation
Work Readiness Training (Signal Success / Alternative Curriculum)	<ul style="list-style-type: none"> Identify and ensure that staff facilitating Signal Success complete the fundamentals training Choose training delivery methods (Instructor-led, self-paced/virtual, or hybrid approaches are all acceptable) Maintain fidelity to the Signal Success curriculum or approved alternative Verify that a minimum of ten (10) hours of instruction is delivered per participant. 	<ul style="list-style-type: none"> Provide Instructor-led materials for Tiers 1-4 and online self-paced modules for Tiers 1 – 3, Online self-paced modules also available in Spanish for Tier 1-3 Approve alternative curricula Deliver train-the-trainer sessions to ensure quality and consistency statewide. Monitor and evaluate programs to ensure they meet compliance and maintain quality.
Case Management	<ul style="list-style-type: none"> Establish and implement participant-centered case-management practices, conduct one-on-one and group check-ins, address barriers to participation. The Grantee shall ensure that at least 80 percent of program completers complete the post-program survey. 	<ul style="list-style-type: none"> Provide access to and maintain the YouthWorks Hub and LMS systems Monitor statewide data quality (including deletion of data when needed and provide TA to ensure regional compliance).
Data Entry and Reporting	<ul style="list-style-type: none"> Ensure timely and accurate entry of all required data in the YouthWorks Hub Track attendance through CommCorp's Learning Management System (LMS). Maintain documentation to support reported outcomes Submit all quarterly and final reports in accordance with YouthWorks deadlines and data-quality standards. Complete data clean up (notify CommCorp of inactive staff and unmatched participants) 	
Regional Support and Collaboration	<ul style="list-style-type: none"> Attend monthly meetings with the YouthWorks leadership team and assigned Regional Support Manager. Join the virtual November convening and the in-person statewide March convening. Coordinate and attend three site visits per program year with the regional lead present. Engage in individualized technical assistance meetings to strengthen program design and implementation. 	<ul style="list-style-type: none"> Assign a Regional Support Manager to each region. Host monthly regional lead meetings and facilitate virtual and in-person convenings. Conduct three site visits per year to review program implementation. Deliver individualized technical assistance and capacity-building support. Develop and share tools and resources to guide regional program assessment and continuous improvement.

SECTION E: DATA & REPORTING REQUIREMENTS

Commonwealth Corporation relies on accurate and up-to-date reporting of program enrollment, participation, and outcome data to:

- Ensure that grantees are meeting contractual obligations and proper collection, maintenance, and storage of documentation.
- Identify regional support needs and provide grantees with timely and effective support;
- Verify that participants are eligible to participate and are engaged in appropriate and relevant program activities; and
- Provide stakeholders with information about the impact of public investment in YouthWorks programs.

Data Entry and Reporting Deadline

Grantees are responsible for maintaining accurate and timely data entry into the YouthWorks Hub and Learning Management System (LMS) for all program participants. The table below outlines the required data points and collection tools. Complete, consistent, and timely data are essential for verifying eligibility, tracking participant progress, and ensuring compliance with YouthWorks reporting requirements. Commonwealth Corporation recognizes that program design, start dates, and enrollment schedules vary. To accommodate this, the following data entry and reporting deadlines have been established. Regions with unique programming schedules that may affect these deadlines should communicate with their Regional Support Manager (RSM) as early as possible. The YouthWorks Technical User Guide provides additional details on data entry procedures and best practices, including a complete list of all required fields within the YouthWorks Hub.

- **Cycle 1 Data Completion Deadline: All participant and program data must be entered, verified, and finalized in the YouthWorks Hub by September 15, 2026**
- **Cycle 2 Data Completion Deadline: All data related to cycle 2 data must be entered by July 15, 2027**
- These deadlines indicate that all data entry, cleanup, and deduplication must be complete. Reporting templates will be provided to support the three required reports due, but grantees are responsible for meeting the data entry requirements.

Table E.1: Table of Data Points and Tools

Required for all Participants			
Data Point	Collection Tool	Why?	Data entry due date
Participant Social Security Numbers	YouthWorks Hub	Eligibility Verification	Upon enrollment.
Participant-level demographic and eligibility information	YouthWorks Hub	Enrollment reporting	Within 2 weeks of program start
Program participation (<i>start date, tier, partner, program year, cycle) and hours of programming</i>)	YouthWorks Hub	Program tracking	Within 2 weeks of program start

Worksite and job information (<i>Worksite Job Name</i>)	YouthWorks Hub	Program tracking	Within 2 weeks of program start
Worksite Assignment (<i>Assignment and Case Management Hours</i>)	YouthWorks Hub	Program tracking	Within 2 weeks of program start
Participant post-program outcome data (<i>completion status, hours completed, credentials earned, plans for post-programming next steps</i>)	YouthWorks Hub & Participant End of Program Survey	Program impact (<i>programs are encouraged to aim for an 80% survey completion rate</i>)	Within two weeks of the end of programming
Work Readiness Training Hours (<i>Attendance hours for Signal Success or Alternative Curriculum hours must be entered for each participant</i>)	LMS	Program tracking	As completed
Cycle 1 Report (<i>June 22, 2026 - August 31st, 2026</i>)	Reporting Template	Narrative report (summarizing both quantitative and qualitative information for Cycle 1)	September 30, 2026
Cycle 2 Progress Report (<i>September 9, 2026 - Program end date or Feb 15th, 2027, whichever comes first</i>)	Reporting Template	Narrative Progress report (summarizing both quantitative and qualitative information for Cycle 2)	February 15, 2027
Final Report (<i>June 22, 2026 - June 30, 2027</i>)	Reporting Template	Reflects all participants' data and outcomes for the entirety of programming year 2026-2027, including both Cycle 1 and Cycle 2	July 31, 2027

Youth Participant Reporting Guidelines.

Grantees are required to report individual YouthWorks participant record data, including Social Security Numbers (SSNs), on the YouthWorks Hub. This data enables Commonwealth Corporation to develop program profiles, produce statistical reports on the characteristics of participating youth and employers, calculate wage data, and meet reporting requirements to the Executive Office of Labor and Workforce Development (EOLWD) and the Massachusetts Legislature.

- Important Note about participants in other (non-YouthWorks) programs: This database is used to support YouthWorks program management and reporting to the EOLWD and the Legislature. Grantees must record ONLY information about youth and young adults who are

participating in YouthWorks programs. Information about participants in other (non-YouthWorks) programs should NOT be included in the database.

- **Narrative Final Report:** Grantees must submit a **final report by July 31st, 2027**. This report will reflect all participants' data and outcomes for the entirety of programming year 2026-2027, including both Cycle 1 and Cycle 2. The final invoice for the year will not be paid prior to the completion and submission of the final report.

Tracking Eligibility of Participants

All YouthWorks participants must meet all four eligibility requirements: Age, Income, Risk/Demographic Factor, and Geographic Residence. Regions are responsible for verifying eligibility and must provide documentation that shows participants served meet all four eligibility requirements. Understanding that obtaining documentation for YouthWorks target population can be difficult and often can pose a barrier to participation, eligibility documentation is divided into two verification document categories (primary and secondary). **At least 70% of a region's verifications in each category of eligibility must come from a primary source document as listed below:**

Table E2: Eligibility Criteria and Documentation Needed

Eligibility Factor	Criteria Definition	Verification Documentation
Age	14-25 years old at the start of programming	<ul style="list-style-type: none"> • Primary Source: Birth certificate, Driver's license or state-issued ID, Passport, School record • Secondary Source: Self-attestation
Income	<p>Family income must not exceed 200% of the Calendar Year Federal poverty guidelines (see Appendices -the 2025 federal poverty was the most updated information at the time of this document's release)</p> <p>"Income" is defined as gross income. "Family" is defined as two or more individuals related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:</p> <ul style="list-style-type: none"> • A married couple and dependent children, • A parent or guardian and dependent children, or • A married couple. 	<ul style="list-style-type: none"> • Primary Source: Paystub W2, or 1099, Unemployment/SSDI, Proof of public assistance (SNAP, TANF) that directly correlates to an income threshold within the 200% federal poverty guideline, • Secondary Source: Head of Household self-attestation, youth self-attestation, High-Poverty Area Statistical Analysis (Poverty Threshold Census Tract Database Print Out) <p>Notes:</p> <ul style="list-style-type: none"> • Use of combined hourly wage: To best serve individuals who may have families working overtime hours, receiving seasonal bonuses, or other exigent circumstances that may unduly disqualify them for services, regions may utilize a combined hourly wage measure in place of the annualized metric to assess income eligibility. • Self-attestation may be used as a primary form of income verification only for youth who are documented as housing insecure or in foster care; however, these participants must still meet the low-income YouthWorks eligibility requirement.
Geographic Residence	A participant must reside within Massachusetts and within the workforce region where they will work. Lead entities should prioritize cities with high unemployment rates but may serve any eligible regional youth.	<p>Primary Source: Driver's license, Documented address provided on W-2 or 1099, Letter from shelter or social service agency indicating residency, proof of enrollment in MA public school, membership or enrollment in any geography restricted agency or program</p> <p>Secondary Source: Self-attestation</p>

Risk and Demographic Factors	<p>A participant must meet at least one of the identified demographics and/or risk factors.</p> <ul style="list-style-type: none"> • Member of the LGBTQ+ community • Person of Color • Single-income household • Experiencing housing insecurity • Identifying as having a disability • Other youth determined eligible by Commonwealth Corporation, including: involved with the justice system (<i>e.g. DYS-committed; on juvenile probation; gang involved; CRS; or juvenile arrest</i>); actively in foster care or having aged out of foster care; a school stop-out; a child of a single parent; having limited fluency in English; being a teen parent. 	<p>Primary Source:</p> <ul style="list-style-type: none"> • Parent/guardian letter (single-income household or single-parent home) • Letter from shelter, host, or EOHHS agency (housing insecurity) • For individuals with disabilities (income must still be considered) <ul style="list-style-type: none"> ○ SSA disability documentation, letter from drug/alcohol rehabilitation agency, letter from child study team stating eligibility, school or medical record, or observable condition • Court or police records, probation/DYS letter (justice-involved youth) • Foster care or EOHHS documentation (foster/aged-out) • Transcript or withdrawal letter (school stop-out) • Teacher/ referral or local assessment (limited English) • Birth certificate, school record, physician record, or social service letter (teen parent) • Indication on intake or youth-completed application response. (LGBTQ+, Person of Color) <p>Secondary Source: Self-attestation</p>
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Participant Eligibility Policy

Each awarded applicant must maintain a written eligibility verification policy outlining verification methods and acceptable use of self-attestation. Local program administrators must maintain an eligibility checklist for each participant file indicating which factor(s) were used and what documentation was obtained. Applicants may propose alternative primary or secondary source verifications which are at the discretion of Commonwealth Corporation to approve or reject.

SECTION F: FISCAL REQUIREMENTS

Expectations for Grant Administration for 2026-2027

For the application, the lead entity will need to provide the following contacts:

- Authorized Signatory - This is the individual who is authorized to sign the contract and related invoices. (NOTE: If your organization has other people that need to be involved or aware of the contracting process, please notify your Program contact so there are no delays in the contracting process.)
- Fiscal Contact - This is the lead contact for financial matters, including questions about invoices, budgetary items, and Fiscal Status Report updates. (NOTE: If you have more than one person entering Fiscal Status Report data, please let your Program contact know who those contacts are and who is authorized to sign the invoice to not delay payment.)
- Project Coordinator - This is the person overseeing the relationship or any project on behalf of the lead entity and is typically the primary or main point of contact. This individual will be copied on all communications and will be directly contacted for any programmatic or project-related questions. Your application must identify a specific individual who will be responsible for managing grant activities, communicating with sub-grantees, ensuring sub-grantee performance, creating a process/system for centralized reporting, providing overall program guidance. This individual will also serve as the point of reference for any referrals made through the Commonwealth's YouthWorks website.

Additionally, the lead entity will be required to provide the following information and/or comply with the following requirements:

- Submission of a current (signed within the past 12 months) W-9 that reflects the entity as part of the grant application.
- Submission of Fiscal Status Reports each month. If no expenses were accrued in a given month, grantees are expected to report that they will not be billing along the same submission deadlines.
- backup documentation as outlined in the grantee guide;
- regular data entry as outlined above during active performance periods; complete and accurate reporting of participants (Note: All YouthWorks participants must report social security numbers for evaluation purposes.
- engage participants in Commonwealth Corporation programming.
- recruit and make best efforts to retain participants.
- attend virtual, statewide, regional, and local meetings.
- support the organization of regional site visits by Commonwealth Corporation with regional leads in attendance during worksite visits;
- complete timely modification requests (no later than May 15, 2027).
- complete timely contract closeout activities, including submission of final invoices and reports.
- Retain all documentation according to the [Massachusetts Statewide Records Retention Schedule](#)
- Timely engagement with staff members and auditors in the event of a program audit.
- Most recent Financial Audit
- Cost Allocation plan (if being utilized)

- Fiscal Policies related to: Cost Allocation, Allowable Costs, Cash Management, Internal Controls, Financial Oversight, Procurement and Contracts, Recordkeeping and Retention, Equipment and Asset Management

Note: Final invoices will be held until all data and final reporting has been submitted to Commonwealth Corporation.

We recognize that compliance with these administrative steps may require grantees to work more intensively with local program sub-grantees. We encourage grantees to have early discussions with sub-grantees to review program expectations and protocols while engaging in greater communication and stronger oversight from the beginning of the application period so that grantees and their subcontractors can respond with administrative improvements.

Allowable and Non-Allowable Expenditures.

The table below outlines the allowable expenditures under the YouthWorks Grant. All expenditures must align with approved budget categories and comply with Commonwealth Corporation’s fiscal guidance and grant requirements. Other costs directly related to the program but not listed below must receive prior approval/guidance from YouthWorks staff. Failure to obtain prior approval from Commonwealth Corporation for expenses outside and/or more than these guidelines may result in non-payment from Commonwealth Corporation.

Table F1: Allowable & Non-Allowable expenditures

Line Item	Budget Category	Description	Allowable or Non-Allowable Expenses
Clothing / Uniforms for Vocational Programming or Employment	Participant	Clothing or uniforms required for youth employment or vocational training.	Allowable
Trainings	Participant	Trainings directly related to YouthWorks programming and participant learning.	Allowable
Transportation for Youth Participants (Bus Passes, Train Passes, Bus or Van Rentals)	Participant	Transportation provided to enable participation in YouthWorks programming.	Allowable
Driver’s Education and License Fees	Participant	Includes permits, driver’s education, and license fees required for youth employability.	Allowable
Food for Youth Participants	Participant	Meals or refreshments provided to youth during YouthWorks program activities.	Allowable
Gift Cards or Financial Incentives for Youths (such as bonuses)	Participant	Permissible to a <u>maximum of \$350 per youth</u> for the duration of the grant period if they are tied to program milestones and do not occur in any single increment greater than \$100. For their participation in Commonwealth Corporation facilitated events, participants may receive additional incentives that will not count towards their \$350. Experiences (such as tickets to local events) not to exceed the \$350 per youth limit	Allowable
Equipment Purchases - for the participant	Participant	Equipment purchased for participant learning or work experience (for program use). Electronic devices such as laptops, webcams, and Chromebooks and internet access support services	Allowable
Equipment Rental and Leasing	Operations	Equipment rental and leasing (for Ops only)	Allowable

Certificates and Credentialing Opportunities (including GED / HiSET)	Participant	Covers GED / HiSET testing , vocational credentialing, and certification fees or materials. Training Materials (if related to preparation), Participant Tuition and Fees (if related to testing for credentials)	Allowable
Computer Software	Operations	Office supplies	Allowable
Cell Phone Reimbursement for Program Staff	Operations	Reimbursement for staff serving YouthWorks participants	Allowable
Youth and employer outreach materials	Operations	Publications/Printing/Copying - hard copy of materials. Marketing and Advertising (if soft copy of materials)	Allowable
Mileage for program staff	Operations	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)	Allowable
Staff expenses related to YouthWorks provided training, gatherings, and convenings	Operations	As appropriate one of the following: Mileage, Meal Reimbursement, Parking/Tolls/Taxi, Meetings and Events	Allowable
Salaries and related personnel costs	Operations	Program Staff Salaries and costs related to outreach, counseling, instructional and job site supervisory staff	Allowable
All items listed below are not allowed: <ul style="list-style-type: none"> • Staff bonuses, incentives, and/or gifts. • Mileage reimbursement not related to the YouthWorks grant. • Any expenses more than the contracted grant amount or outside the contracted grant period; and • Any expenses outside of the approved budget. 			Not allowable

Focus on Participant Wage

Across the full budget of the regional grant, at least 60% of overall funding must be spent on direct to participant dollars including: youth wages and fringe, stipends, tuition and fees, equipment purchases where the participant will own the equipment, and support services.

- **Fringe Cost Guidance:** Regions may determine their own participant fringe as part of their overall program design, provided the total direct to participant costs remain at or above 60% of the budget. If a region's **participant fringe rate exceeds 15%**, a brief description and justification of the fringe cost components must be submitted with the budget for review and approval by Commonwealth Corporation.
- Budgets submitted should include stipends/wages within the approved wage range. Programs expecting to provide stipends/wages higher than the approved wage through match should incorporate that information in their match report. **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
 - Other Admin specific costs as outlined in the budget template and in the chart above.
- **Note:** No funds provided under this program may be used to support the salaries of existing permanent staff at any agency or facility at which youth are employed other than for that portion of their time which these staff spend supervising youth who are assigned directly to them; all such time allocations must be fully documented and are subject to approval by Commonwealth Corporation.
- All line items must be described in the budget narrative worksheets in the budget template.

Appropriate balance between workforce boards and their sub-grantees

Commonwealth Corporation expects all leading entities to consider how best to distribute administrative funding resources in an equitable manner. All vendors/organizations that provide core services such as recruitment, case management, and program implementation in a region must submit a program budget. Instances where vendors are not resourced appropriately will lead to requests for application and budget revisions and delay contracting.

Financial Match Expectations

Grantees are assigned financial requirements equal to 10% of their approved budget. To be considered, ***match must come from employer commitments or other non-public sector sources*** – and not from other public funds that may be used to support the program. Match can be documented as paid placements. Additional details on the match requirements can be found below.

- **Financial Match Expectations and documentation:** Grantees are required to provide a cash match as outlined by the YouthWorks appropriation, which specifies that funds provided by the Commonwealth shall be matched by employers or other non-public sector sources. **The match progress must be updated quarterly, with match requirements finalized and fulfilled by the end of the contract year.** The match must not be derived from public dollars. It may be achieved through grants or in-kind contributions, or through wages paid directly by employers to youth who are eligible for YouthWorks. Eligible employers include private enterprises and non-public entities such as nonprofit organizations, hospitals, colleges, universities, and similar institutions. Please note:

- Budgets submitted must include stipends/wages within the approved wage range (MA minimum of \$15-\$20 per tier, and the maximum total amounts per cycle per participant; see page 10). Programs expecting to provide stipends/wages higher than the approved wage through a match should incorporate that information in their match report, not in the budget narrative.

Period of Performance.

The contracts for programs that submit complete applications in a timely manner will be issued with a period of performance of April 1st, 2026, through June 30, 2027. Expenditures charged to the grant must be for programming activity and services rendered during this period. All such contracted funds must be expended by June 30, 2027. Funds unexpended after that date will be reverted to Commonwealth Corporation

Publicity

Commonwealth Corporation receives a great number of requests for publicity, particularly youth programs. To respond to these requests and to ensure that we have the most current information, contracted agencies are required to submit copies of any publicity regarding youth programs funded under this grant - newspaper stories, newsletter articles, etc. - to Commonwealth Corporation.

Fiscal Reporting and Invoicing

Grantees may request reimbursement under an executed contract by submitting a Commonwealth Corporation Fiscal Status Report (FSR). An FSR form will be issued to the grantee’s fiscal agent electronically. Invoices should be submitted monthly, although special requests for more or less frequent submissions will be considered on a case-by-case basis. Assuming a correct FSR submission, CommCorp aims to send payment within thirty (30) days. Timely payment is further assured for regions that are enrolled in electronic funds transfer (EFT) with CommCorp. If you would like to take advantage of this, please notify your Program Contact during contracting for assistance. Grantees must submit an FSR, at least, monthly in accordance with the deadlines in the table below:

Table F2. Fiscal Status Report Schedule

Expenses Associated with the following period	Invoice Due Date
May 1 - May 31, 2026	Not later than June 15, 2026
June 1 - June 30, 2026	Not later than July 15, 2026
July 1 - July 31, 2026	Not later than August 15, 2026
August 1 - August 31, 2026	Not later than September 15, 2026
September 1 - September 30, 2026	No later than October 15, 2026
October 1 - October 31, 2026	No later than November 15, 2026
November 1 - November 30, 2026	No later than December 15, 2026
December 1 - December 31, 2026	No later than January 15, 2027
January 1 - January 31, 2027	No later than February 15, 2027
February 1 - February 28, 2027	No later than March 15, 2027
March 1 - March 31, 2027	No later than April 15, 2027
April 1 - April 30, 2027	No later than May 15, 2027
May 1 - May 31, 2027	No later than June 15, 2027

June 1 – June 30, 2027	No later than July 15, 2027 ⁵
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The grantee is responsible for maintaining full backup documentation in alignment with all expenses for monitoring purposes and should be able to provide it to Commonwealth Corporation staff when requested within 48 hours of the request. Additional details for monitoring and backup documentation submission requirements are covered in the grantee guide. Program staff for each grantee should work closely with their fiscal office to ensure accurate program reporting is reflected in each FSR. FSR access can/will be granted by the Commonwealth Corporation's Operations team. Access requests should be submitted via email to youthworks@commcorp.org.

Fiscal Monitoring

Each grant cycle, Commonwealth Corporation will conduct Fiscal Monitoring on a select group of grantees. This is to ensure that organizations receiving grants from Commonwealth Corporation:

- Have the fiscal systems, including operating internal controls, needed to meet select federal, state, and other (e.g. foundation) requirements, as applicable.
- Meet the terms of the grant award outlined in the contract with Commonwealth Corporation; and
- Expend grant funds only for allowable activities.

All grantees will be required to complete a [fiscal readiness/capacity survey](#) as part of your application and submit backup documentation for two FSR entries (determined during contracting) during the 15-month grant period as well as any other backup documentation requests at CommCorp's discretion. Failure to comply with these Fiscal requirements could impact your candidacy for more intensive Fiscal Monitoring activities. If your grant is selected for more intensive Fiscal Monitoring, more information about the process will be provided.

⁵ All final modifications must be submitted prior to May 15, 2027, to ensure timely updates to FSRs. Grantees must submit a final invoice for the program year within 30 days of the conclusion of the contract.

SECTION G: PROPOSAL EVALUATION AND NOTIFICATION PROCESS

Proposal Evaluation and Review Process

Proposals submitted in response to this RFP will be reviewed by the Commonwealth Corporation. Representatives from the Executive Office of Labor and Workforce Development (EOLWD) and other state agency partners may participate in this process. The proposal review will consist of the following steps:

- **Threshold Criteria Screening:** Submissions will be screened for completeness, conformity to the program requirements and timeliness of response. Incomplete or non-confirming responses may be returned for revision.
- **Review Committee and Application Feedback:** A review committee will review and provide feedback on all eligible submissions. Review and detailed feedback will be documented. The Commonwealth Corporation reserves the right to request additional information from any applicant to ensure that the review committee has a complete understanding of the proposed program and applicant qualifications. Submitted proposals will be reviewed using [the YouthWorks PY26-27 Evaluation Rubric](#), which outlines how each section will be assessed for completeness, clarity, and alignment with the requirements outlined in this RFP. Applicants are encouraged to [review the rubric](#) to understand how each feedback category below will be evaluated:

Feedback Categories

- **Program Overview and Design:** Assesses the overall clarity, design, and alignment of the proposed program model with YouthWorks goals, tiers, and required elements. Reviewers will evaluate both the online narrative and the completed Work Plan for flow, alignment, and implementation detail.
- **Recruitment, Enrollment, and Placement:** Assesses strategies to recruit eligible and underserved youth, engage employers, and align placements with participants' interests.
- **Budget and Fiscal Readiness:** Assesses whether the budget uses the templates provided, includes only allowable expenses and maintains the required 60/40 allocation (minimum 60% to participant wages and supports, maximum 40% to operations). The Fiscal Readiness/Capacity Survey must be completed, and all line items must comply with allowable cost guidance and employer (non-public sector) match requirements.
- **Program Operations and Administration:** Assesses the clarity and completeness of monitoring, payroll, data entry, and data security processes. Evaluates key staff roles and onboarding support described in the Work Plan.
- **Supplemental Information:** Assesses the description of leveraged funds and whether the applicant provides a detail that can be used for press releases or public announcements. Responses should clearly highlight the program's key outcomes, industries served, and participant reach.

Note: Applicants whose proposals meet the funding criteria and priorities will be prioritized for funding. Applications who do not meet the standard for funding will be provided with written feedback and may request a follow-up session to discuss resubmitting their application.

The Commonwealth Corporation reserves the right to consider the applicant's past performance in operating grants administered by the Commonwealth Corporation and factor this performance into funding decisions.

Notification of Grant Award Status

All applicants will be notified of their award status by email via a feedback letter.

- ***Audited Financial Statements and Verification of Fiscal Management Capacity:*** All applicants selected for an award may be required to submit a copy of the organization's most recent audited financial statement prior to the execution of a final contract. In addition, prior to the grant award, Commonwealth Corporation staff may review an organization's fiscal systems and internal controls to verify that the organization has the capacity to manage public grant funds and administer the program. Please note that Commonwealth Corporation and all award recipients of the SLFRF must follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) and the Terms and Conditions of the SLFRF assistance. Your organization should review the Uniform Guidance requirements applicable to your organization's use of SLFRF funds, and SLFRF-funded projects. Recipients should consider how and whether certain aspects of the Uniform Guidance apply. This procurement will comply with applicable laws governing the use of these funds. Additional guidance may be provided upon contracting.
- **Additional Evaluation Notes:** Commonwealth Corporation reserves the right to review all submissions for completeness and alignment with the requirements outlined in this solicitation. Applications missing required components may be returned for revision or clarification. This RFP does not commit Commonwealth Corporation to award any contracts. Upon submission, all applications become the property of Commonwealth Corporation. Commonwealth Corporation is not responsible for electronic submissions that are not received. We reserve the right to use funding sources other than the YouthWorks PY'27 appropriation to support proposals submitted in response to this solicitation, if available. The Commonwealth Corporation also reserves the right to extend grant award amounts in accordance with funding source allowances.

Appeals

After receiving an official feedback letter, appeals of the funding decision may be filed with the Aadil Sulaiman, Vice President of Youth and Justice Programs by emailing asulaiman@commcorp.org. Commonwealth Corporation may decide to hold an informal review of the decision, and may decide to grant an appeal, deny an appeal, or modify an award based on information provided during the informal review.

Project Terms and Conditions

Grantees will be required to abide by the Commonwealth Corporation's Standard Contract Terms and Conditions, which will be provided during contract negotiation and the Program Administration and Management Guide. Applicants may review these terms and conditions prior to applying by contacting youthworks@commcorp.org to request a copy. In addition, all final contracts are subject to negotiation of a final statement of work.

APPENDICES

Attachment 1: Poverty Guidelines (All other appendices available online)

2025 Poverty Guidelines for the 48 Contiguous United States			
Family Size	Annual Income	Monthly Income	Combined Hourly Wage
	200% Poverty Level	200% Poverty Level	200% Poverty Level
1	\$31,300	\$2,608	\$15.04
2	\$42,300	\$3,525	\$20.34
3	\$53,300	\$4,442	\$25.63
4	\$64,300	\$5,358	\$30.91
5	\$75,300	\$6,275	\$36.20
6	\$86,300	\$7,192	\$41.49
7	\$97,300	\$8,108	\$46.78
8	\$108,300	\$9,025	\$52.07
Each additional family member:	\$11,000	\$917	\$5.29

All other appendices and related resources can be downloaded from the [YouthWorks RFP webpage](#). Applicants must review and use these documents when preparing their submissions.

Available downloads/Links

- [Alternate Signal Success RFP](#)
- [Alt Curriculum Evaluation Rubric.pdf](#)
- Budget templates ([Lead Grantee](#) & [Partner](#))
- [Fiscal Readiness/Capacity Survey Link](#)
- [YouthWorks RFP 26-27 Evaluation Rubric.pdf](#)
- [YW RFP 26-27 FAQ](#)
- [Workplan template](#)



YouthWorks