

July (FY23)	August (FY23)
<p style="text-align: center;">YouthWorks Cycle 1 Period Starts</p> <p>Check on participant target goal vs actual. Ensure the program starts on target to avoid underspending.</p> <p>Make sure youth have all eligibility documents before the start of the program including Work Permits for youth under 18.</p> <p>Worksite Recruitment: Update</p> <p>Signal Success: Status update training.</p> <p>YouthWorks Programming</p> <ul style="list-style-type: none"> • Program update by tier, any challenges? <p>Budget Expenditures:</p> <p>Emphasize the importance of spending out funds. Is the region short on enrollment? The solution- hire new youth, give additional hours to existing youth, and suggest virtual offerings to increase hours.</p> <p>Data Entry Due Date: July 15th, final report due</p> <p>Marketing: Identify youth champions to speak at Impact</p> <ul style="list-style-type: none"> • Schedule Cycle 1 worksite visit • End of Program Celebration: When, where and time <p>Check YouthWorks Calendar for upcoming events, trainings including Career Chat https://commcorp.org/ywevents/</p>	<p style="text-align: center;">YouthWorks Cycle 1 Period Ends</p> <ul style="list-style-type: none"> • How many youths are working? Target goal vs actual goals? • Update by tier <p>Signal Success: Training Status. Any make-up sessions?</p> <p>YouthWorks Programming</p> <ul style="list-style-type: none"> • Program update by tier • Any challenges? <p>Budget Expenditures:</p> <p>Emphasize the importance of spending out funds. Offer solutions.</p> <p>Closeout Steps: Clean up youth data in the database. Remove duplicate profiles</p> <p>Final grant reporting:</p> <p>Financial Tasks/Reporting:</p> <ul style="list-style-type: none"> • Reversion report (if applicable) • Budget modifications (not already submitted) • Final bill <p>Marketing: Identify youth champions to speak at YouthWorks Impact October event.</p> <p>End of Program Celebration: When, where and time?</p> <p>Check YouthWorks Calendar for upcoming events, trainings including Career Chat https://commcorp.org/ywevents/</p>

September (FY23) CYCLE 2 Starts	October (FY23)
<p style="text-align: center;">Participants enrolled in Cycle 2 Period (September 1, 2022 – May 31, 2023)</p> <ul style="list-style-type: none"> • Check on participant target goal vs actual • Recruitment of employers/worksites <p>Signal Success/ Career Readiness: Start Date</p> <p><u>YouthWorks Programming</u></p> <ul style="list-style-type: none"> • Start date/end date/ how many cohorts • Program update by tier • Any challenges? <p>Budget Expenditures:</p> <p>Emphasize the importance of spending out funds</p> <p>YouthWorks Database:</p> <p>All summer participant information in the database?</p> <p>Are all YWYR worksites uploaded to the database?</p> <p>Check YouthWorks Calendar for upcoming events, trainings including Career Chat https://commcorp.org/ywevents/</p> <p>Identify youth speaker for YouthWorks Career Chat Impact Event.</p>	<p style="text-align: center;">YouthWorks Cycle 2 in Progress</p> <ul style="list-style-type: none"> • Check on participant target goal vs actual • Update on employer/ worksite recruitment • Update on participant recruitment <p>Signal Success/ Career Readiness: Status</p> <p>What is the start date, how many cohorts-in school vs out of school?</p> <p><u>YouthWorks Programming</u></p> <ul style="list-style-type: none"> • Program update by tier • Any challenges? <p>Budget Expenditures:</p> <p>Emphasize the importance of spending out funds</p> <p>Check YouthWorks Calendar for upcoming events, trainings including Career Chat https://commcorp.org/ywevents/</p> <p>Summer Closeout: Narrative Final Report due</p> <p>Final Budget Expenditure Report due.</p> <p>YouthWorks Convening</p>

November (FY23)	December (FY23)
<p style="text-align: center;">YouthWorks Cycle 2 in Progress</p> <ul style="list-style-type: none"> • Check on participant target goal vs actual • Update on employer/ worksite recruitment • Update on participant recruitment <p>Signal Success/ Career</p> <p>Readiness: Status</p> <p>What is the start date, how many cohorts- in school vs out of school?</p> <p><u>YouthWorks Programming</u></p> <ul style="list-style-type: none"> • Program update by tier • Any challenges? <p>Budget Expenditures:</p> <p>Emphasize the importance of spending out funds</p> <p>Fiscal Monitoring:</p> <ul style="list-style-type: none"> • Schedule YW worksite visits <p>Check YouthWorks Calendar for upcoming events, trainings including Career Chat https://commcorp.org/ywevents/</p>	<p style="text-align: center;">YouthWorks Cycle 2 in Progress</p> <ul style="list-style-type: none"> • Check on participant target goal vs actual • Signal Success/Career Readiness: Status • Recruitment of employers/worksites <p><u>YouthWorks Programming:</u></p> <ul style="list-style-type: none"> • Start date/end date/ how many cohorts • Program update by tier • Any challenges? <p>Budget Expenditures:</p> <p>Emphasize the importance of spending out funds</p> <p>Fiscal Monitoring:</p> <p>YouthWorks Database:</p> <p>All summer participant information in the database?</p> <p>Check YouthWorks Calendar for upcoming events, trainings including Career Chat https://commcorp.org/ywevents/</p>

January (FY23)	February (FY23)
<p style="text-align: center;">YouthWorks Cycle 2 in Progress</p> <ul style="list-style-type: none"> • Check on participant target goal vs actual • Signal Success/ Career Readiness: Status • Recruitment of employers/worksites <p>YouthWorks Programming:</p> <ul style="list-style-type: none"> • Program update by tier • Any challenges? <p>Budget Expenditures: Emphasize the importance of spending out funds</p> <p>Data Entry Due Date: January 15th, 2023</p> <p>Fiscal Monitoring:</p> <p>YouthWorks Kick-Off Event Planning Begins:</p> <ul style="list-style-type: none"> • Establish date and time of event • Write campaign letter • Video Message <p>Check YouthWorks Calendar for upcoming events, trainings including Career Chat https://commcorp.org/ywevents/</p> <p>upcoming events, trainings including Career Chat https://commcorp.org/ywevents/</p>	<p style="text-align: center;">YouthWorks Cycle 2 in Progress</p> <ul style="list-style-type: none"> • Check on participant target goal vs actual • Signal Success/ Career Readiness: Status • Recruitment of employers/worksites <p>YouthWorks Programming: • Any new cohorts starting • Program end date • What tier and any challenges?</p> <p>Budget Expenditures: Any participant attrition? If so, offer solutions.</p> <p>Summer Employer Outreach • Identify Employer and Youth Speakers</p> <ul style="list-style-type: none"> • Confirm with local legislators and Mayors of their attendance and remarks • Will event be catered • Identify MC for Event/YouthWorks Champion <p>SUMMER (Cycle 1) Application Release / Online Application Portal opens.</p> <p>Programs should submit applications via this link: https://commcorp.tfaforms.net/328898</p> <p>Check YouthWorks Calendar for upcoming events, trainings including Career Chat https://commcorp.org/ywevents/</p>

March (FY23)	April (FY23)
<p style="text-align: center;">YouthWorks Cycle 2 in Progress</p> <ul style="list-style-type: none"> • Check on participant target goal vs actual • Recruitment of employers/worksites <p>Signal Success/ Career Readiness: Status</p> <p>YouthWorks Programming:</p> <ul style="list-style-type: none"> • Program update by tier • Any challenges? • Schedule worksite visits <p>Budget Expenditures: Is there youth attrition? If so, what is your plan of action to close gap?</p> <p>Strongly encouraged Deadline to Submit Written Questions by March 1, 2022.</p> <p>Applications due by close of business on March 18th.</p> <p>Summer Employer Outreach Kick Off Planning underway</p> <ul style="list-style-type: none"> • Identify/confirm Kick-off Speakers • Confirm with local legislators and Mayors of their attendance and remarks • Will event be catered? • Identify MC for Event/YouthWorks Champion • Invite Youth to the kick-off event • Set YW Application Release schedule to Youth • Marketing to Media for Interview on TV, Radio, or Print. Regional staff, youth, and YW Champion. <p>Check YouthWorks Calendar for</p>	<p style="text-align: center;">YouthWorks Cycle 2 in Progress</p> <ul style="list-style-type: none"> • Check on participant target goal vs actual • Recruitment of employers & worksites • Signal Success/ Career Readiness: Status <p>YouthWorks Programming:</p> <ul style="list-style-type: none"> • Program update by tier • Any challenges? • Confirm summer programming plan <p>Budget Expenditures: Emphasize the importance of spending out funds for the YWYR program.</p> <p>(Anticipated) Application Status Notification</p> <p>(Anticipated) Contract Start Date, April 11th Contract Period of Performance is April 11, 2022 through June 30, 2023</p> <p>Regional YouthWorks Kick-Off Events!</p> <p style="text-align: center;"><u>YouthWorks Summer Program Ramp-Up</u></p> <p>Outline recruitment process. 20% of the grant to serve vulnerable youth.</p> <p>Check YouthWorks Calendar for upcoming events, trainings including Career Chat https://commcorp.org/ywevents/ </p>

May	June
<p style="text-align: center;">YouthWorks Cycle 2 in Progress</p> <p>Check on participant target goal vs actual</p> <p>Recruitment of employers/worksites</p> <p>Any special requirements for youth? CORI, fingerprints, etc.</p> <p>Signal Success/ Career Readiness: Status, any make-up sessions?</p> <p>YouthWorks Programming:</p> <ul style="list-style-type: none"> • Program update by tier, • Hire summer staff <p>Budget YouthWorks Contract can/will begin as early as May.</p> <p>Data Entry Due Date: May 15th, 2023</p> <p>Budget Expenditures: Emphasize the importance of spending out funds.</p> <p>YouthWorks applications released to youth.</p> <ul style="list-style-type: none"> • 20% of the grant to serve vulnerable youth. Any challenges with recruitment? <p>Biweekly Regional Support schedule to be set by CommCorp.</p> <p>Cycle 2 contract ends for youth participants.</p> <p>Is participant information in the database?</p> <p>Check YouthWorks Calendar for upcoming events, and training.</p>	<p style="text-align: center;">YouthWorks Cycle 2 in Progress</p> <p>YW Participant Recruitment: Status check.</p> <p>Youth must have all documents before the start of program.</p> <p>Worksite Recruitment. Status Check. Any special requirements for youth? CORI, fingerprints, etc. Do you need more worksites?</p> <p>Signal Success: Status check. How many hours will be frontloaded vs plan for remaining hours?</p> <p>YouthWorks Programming:</p> <ul style="list-style-type: none"> • Program update by tier • Program start and end date. • Summer staffing status <p>Budget Expenditures:</p> <p>Emphasize the importance of spending out funds</p> <p>Check YouthWorks</p> <p>Calendar for upcoming events, trainings including Career Chat</p>

YW RFR Dates added to Regional Resource Guide:

RFR Page 10: General Instructions

- The online application portal will open March 25, 2022.
- Grant proposals (in electronic form) are due by close of business (5:00 P.M.) on April 22, 2022.
- All program expenditures must be completed by June 30, 2023.

RFR Page 11: Activity

Activity	Date
Request for Responses Released	March 18, 2022
Strongly Encouraged Deadline to Submit Written Questions	April 1, 2022
Application Portal Opens	March 25, 2022
Responses Due	April 22, 2022
(Anticipated) Application Status Notification	May 6, 2022
(Anticipated) Contract Start	May 27, 2022
Data Entry Due Dates	July 30, 2022 January 15, 2023 May 15, 2023 July 15, 2023 (Final Report)
(Anticipated) Contract End	June 30, 2023

Other, important, program related dates can be found here:

<https://commcorp.org/ywevents/>

RFR Page 24: C1.5. Participation and Completion Requirements

Participants enrolled in Cycle 1 Period (July 1, 2022 – August 31, 2022)

RFR Page 25: Participants enrolled in Cycle 2 Period (September 1, 2022 – May 31, 2023)

RFR Page 29: C4. Period of Performance.

The contracts for programs that submit complete applications in a timely manner will be issued with a period of performance of May 27, 2022 through June 30, 2023.

RFR Page 30:

Reporting Periods

For Activities Conducted During This Period	Data Entry and Narrative Reports Are Due By
May 1, 2022 - July 15, 2022	July 30, 2022
July 16, 2022 - August 31, 2022	September 15, 2022
September 1, 2022 - December 31, 2022	January 15, 2023
January 1, 2023 - April 30, 2023	May 15, 2023
Entire Year	July 15, 2023

D5. Cash Requests/Invoices

Grantees may request a cash reimbursement under an executed contract by submitting a Commonwealth Corporation Cash Request/Invoice Form. A request form will be issued to the grantee's fiscal agent electronically. Cash Requests/Invoices will be accepted weekly, bi-weekly, or monthly. Grantees must submit a Cash Request/Invoice on at least a monthly basis in accordance with the deadlines in the table below:

Expenses Associated with the following time period	Cash Request/Invoice Due Date
April 11 - April 30, 2022	Not later than May 15, 2022
May 1 - May 31, 2022	Not later than June 15, 2022
June 1 - June 30, 2022	Not later than July 15, 2022
July 1 - July 31, 2022	Not later than August 15, 2022
August 1 - August 31, 2022	Not later than October 15, 2022
September 1 - September 30, 2022	No later than October 15, 2022 ⁹
October 1 - October 31, 2022	No later than November 1, 2022
November 1 - November 30, 2022	No later than December 15, 2022
December 1 - December 31, 2022	No later than January 15, 2023

YouthWorks
Regional Support Monthly (Core) Discussion Points
FY23 Schedule
(May 27, 2022 - June 30, 2023)

January 1 - January 31, 2023	No later than February 15, 2023
February 1 - February 28, 2023	No later than March 15, 2023
March 1 - March 31, 2023	No later than April 15, 2023
April 1 - April 30, 2023	No later than May 15, 2023
May 1 - May 31	No later than June 15, 2023
June 1 - June 30, 2023	No later than July 15, 2023 ¹⁰

With each monthly Cash Request/Invoice, operators are required to provide documentation and accounting procedures for expenditures that reconcile to the information submitted in cash request forms and fiscal reports. All Cash Requests/Invoices must be emailed from or with an authorized signatory included in the communication. Where impacted by COVID-19, Cash Requests/Invoices 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/Invoice. In addition to the Cash Request/Invoices, grantees must complete a reversion report form by May 27th. The Cash Request/Invoice and reversion forms can be obtained from the director or associate directors of the YouthWorks.

⁹ Grantees must submit a final Cash Request/Invoice for Cycle 1

¹⁰ Grantees must submit a final Cash Request/Invoice for Cycle 2