

# Mayor's Healthy Summer Youth Jobs Program

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## *FY2023 Healthy Summer Youth Jobs*

### ***City of Somerville***

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# Application Form

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## Organization

Before starting the application, please review the contact information associated with your account. Please update your contact information if it is out-of-date. If you have issues updating your account, please email [AGOGrants@mass.gov](mailto:AGOGrants@mass.gov).

### Project Name\*

Mayor's Healthy Summer Youth Jobs Program

## Grant Opportunity

How did you hear about this grant opportunity?

Email from the AGO

If "Other" was selected, please specify.

### Organization Type\*

Please select one

Municipality

If "Other" was selected, please describe your organization.

### Non-Profit Eligibility\*

*If applying on behalf of a non-profit organization, please answer "Yes" or "No" to the following question. If not applying on behalf of a non-profit organization, please select "N/A".*

Is your non-profit organization in compliance with statutory requirements set forth in G.L. ch. 12, secs. 8E and 8F, and G.L. ch. 68, sec. 19, including initial registration and filing of annual financial reports with the Attorney General's Office Non-Profit Organizations/Public Charities Division?

N/A

## Organizational Description / Mission Statement\*

Please provide a brief description of your organization. Please include a mission statement if you have one.

The City of Somerville is a small city adjacent to Boston. With more than 81,000 residents packed into 4.1 square miles it is the most densely populated city in New England. The mission of its municipal government is to provide the highest possible level of public service consistent with the laws of our city, state, and nation; sound fiscal management; and innovative and effective administrative practice.

Somerville residents include individuals and families from a wide range of economic, cultural, and linguistic backgrounds, as well as several thousand students who attend local colleges and universities. Somerville has a long history as a city of immigrants, first from Ireland, Italy and Portugal; more recently from Central and South America, Haiti, India, and Nepal. Almost 25% of current residents are foreign-born. Within the public school system 64.2% of students in grades K-12 have been designated as "high needs" and 53.4% have been designated as "low income." Public school students speak more than 50 languages and dialects at

home: 47.9% of students have a first language other than English and 20.9% are English Language Learners. Somerville is now undergoing significant economic redevelopment that is resulting in gentrification. While redevelopment will be largely beneficial, some residents and small businesses are now struggling with rising rental costs. In addition, nearly all of Somerville land is developed and most parks are less than 2 acres in size—it is a crowded, busy community.

### Annual Operating Budget\*

Please provide your organization's most recent annual operating budget.

*Do not include a dollar sign (\$) in your response.*

\$286,420,483.00

### Does your organization typically employ youth during the summer?\*

A youth is defined as an individual between 14-21 years old.

Yes

### If you employed youth workers last summer, how many did you employ?

A youth is defined as an individual between 14-21 years old.

120

### Past Grants\*

Have you previously applied for a Healthy Summer Youth Jobs Grant from the AG's Office?

Yes

### Previous Award

If you previously applied for a Healthy Summer Youth Jobs grant, did you receive an award?

Yes

## *Advancing the Public Health while Developing Professional Skill Sets*

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### Where will youth primarily be employed?\*

Please list the organization name and the address where your proposed jobs will be located.

City of Somerville Parks and Recreation Department, 19 Walnut Street, Somerville, MA 02143

### County of Youth Employment\*

Please list the Massachusetts county where youth in your program will be employed.

Middlesex

## Employed Youth\*

Please describe the roles and responsibilities of youth employed by this grant. Please be specific.

Youth employed by this grant will staff the Somerville Parks & Recreation Department's Summer Programs and Sports Clinics for children and youth. These will include:

SomerTime, a day camp for children and youth ages 5-18. It operates from early July to mid-August, Monday-Friday, 8:30-4:30 at Trum sports field. Daily activities include recreational games, arts & crafts, and a weekly activity or field trip that combines learning with physical activity.

Kidstop/Sprout, a sports camp for pre-school children. It operates from July to mid-August, Monday-Friday 9am-noon at Founders Indoor Turf Facility in Union Square. Activities are designed to introduce very young children to sports concepts, such as ball play, running, teamwork, reaching goals, and following directions.

Canoe Camp, a canoeing clinic for school-age and high school youth at Blessing of the Bay Boathouse. It operates from early July to mid-August, Monday-Friday, 9am-noon, and teaches canoeing skills, water safety, and boat care.

Sports Clinics that provide intensive skill-building for a particular sport. Each clinic typically lasts five days (Monday-Friday, 9am-noon) and serves children and youth ages 5-16 (sub-groups within each age range depend on the clinic). The clinics take place at Dilboy Auxiliary Fields. Sports are expected to include soccer, baseball, softball, tennis, basketball, lacrosse, golf, Frisbee, and track & field.

Youth employed by this grant will assist senior staff with programming for younger children ages 5-13. By working with younger children they will avoid having to supervise their own peer group. Youth will report to either the Parks & Recreation Program Coordinator or senior staff for their program. Their role will be to assist senior staff in the daily administration of their program. Specific tasks will include:

- Working hands-on to administer and encourage participation in games and activities
- Maintaining daily activity logs and other paperwork
- Ensuring that children are supervised at all times
- Ensuring that children's photo release restrictions are enforced
- Keeping children hydrated
- Helping to enforce COVID-related interventions like masking and social distancing, as needed
- Ensuring that children's playing areas are free of hazards
- Tracking program supplies and conveying needs to senior staff
- Performing head-counts throughout the day
- Interacting with parents/guardians and children during drop-off and pick-up times
- Providing daily feedback on program operations, youth skill advancement, and parent/guardian/child comments to the Program Coordinator
- Any other administrative activities that support the daily administration of the program and create a safe and enjoyable environment

## Advancing Public Health\*

How will your proposed youth jobs advance public health in Massachusetts communities? Please be specific.

Most Somerville residents live in multi-family houses without yards, and the entire city has only about 53 acres of passive green space (about 28 square feet per resident). To stay physically active Somerville residents must rely on organized recreational activities--sports leagues, City recreation programs, public swimming pools, playgrounds, and sidewalks—and their children must be taught to plan their recreation activities accordingly. This requires a variety of learned skills, including planning, time management, and persistence. It also means that children benefit from acquiring basic athletic skills at a young age, since so

much of their recreation depends on informal group activities like swimming and pick-up basketball, as well as organized team activities like soccer and hockey. High school-aged youth filling the positions funded through this grant will help to instill a love of regularly-scheduled physical movement among Somerville's youngest residents. They will model the planning, scheduling and persistence that children will need to keep outdoor recreation in their lives. They will also help to develop these children's gross motor skills, and increase their sports-specific skills to prepare them for higher-level play. This will help to support succeeding generations of Somerville teens and adults who know how to maintain their health and reduce the need for medical interventions through regular exercise.

## Professional Development\*

How will your proposed program provide professional development for youth employees? Please be specific.

Potential professional development activities include, but are not limited to, on-the-job training, skills development programs, and mentorship.

One goal of the Mayor's Healthy Summer Youth Jobs Program is to help youth understand that sports and recreation are viable career paths, even for those who lack natural athleticism or high-level sports skills. If they love sports and activity, they can work in the field—for pay—from high school to retirement. All youth participating in the Mayor's Healthy Summer Youth jobs Program receive both direct and soft skills training during onboarding and throughout their time with the Recreation Department.

Direct skill-building focuses on the nuts-and-bolts of the program they will be working for, their specific roles and responsibilities, basic leadership, health and safety, and how to report an emergency, such as an injury to oneself or others.

Soft skill-building focuses on proper clothing and comportment, how to accept supervision, how to respectfully address others (parents, children, and staff) appropriately, what to do if they are late or make a mistake, and how to market their experiences and learning from the Mayor's Summer Jobs Program to future educators and employers.

Youth receive training from the Parks & Recreation Program Coordinator or senior staff—the same people they will be reporting to during their employment. This helps launch an active and trusting working relationship between the youth and Recreation Department professionals who can serve as role models and guides throughout the summer and afterward. At the end of the summer, youth complete a detailed survey about their professional development during the summer and aspirations for the future. Recreation staff use these surveys to measure program impact, but also to offer targeted support and ongoing mentorship to interested youth.

## Measuring Impact\*

Are you planning to measure the impact of your grant-funded jobs (e.g., within the community, for employed youth, etc.)? If so, how?

Yes, Somerville has plans to measure three impacts and has established a quantitative goal and measurement method for each impact.

**Impact 1:** More children are able to enroll in Parks & Recreation Department summer programs in 2021  
**Goal:** Two funded youth-staff will support up to 8 otherwise-unfunded enrollment slots.

**Measurement Method:** Compare the number of enrollment slots made available through other funding sources and the number of slots available with the addition of MAGO funding.

**Impact 2:** Children and youth participating in Parks & Recreation summer programs are able to achieve the basic movement and sports skills associated with their program or clinic

**Goal:** 90% of participating children and youth achieve basic movement and sports skills

Measurement Methods: Adult and youth staff will use drop-off and pick-up times to obtain daily feedback from children and parents/guardians about skill development and satisfaction with progress. Consistent staff/child interactions each day will also help to create a complete picture of each child's experience.

Impact 3: Mayor's Healthy Summer youth Jobs Program youth recognize recreation to be a possible career path

Goal: 75% of Summer Jobs Program youth report viewing recreation as a career path

Measurement Methods: Youth will complete a detailed survey at the end of the job period that includes questions on their professional development and aspirations.

## Your Community - Benefit\*

Why would your community benefit from a grant that advances public health? Please define your community and specify the benefit(s).

Somerville residents, especially youth, already face many barriers to engaging in regular physical activity, including crowded living conditions, little open space, and the resulting need for structured recreation time. Over the years, Somerville has worked hard to build interest and momentum around youth programs that encourage healthy eating and mindful, regularly-scheduled physical activity. During the COVID pandemic, residents developed a real fear of group activities. The pandemic also shut down our in-school and out-of-school-time programs for more than a year, and curtailed our summer programs. It has always been easier for Somerville youth to stay home and be sedentary than to find ways to be active, but for the past two years they have actually been encouraged to stay home and had few alternatives to being sedentary.

Summer 2022 looks to be our first "normal" summer in two years. We need to be 100% ready to provide as many program slots as possible in order to reactivate families' trust in summer recreation programs for their children, as well as youths' interest in participating in the programs themselves and in serving as emerging program leaders. Funding from the Attorney General's Office will enable us to hire two more youth to work in our summer programs, where they will enhance their existing physical activity skills, develop as leaders of physical activities, and gain direct and soft skills that could lead to employment in a job that promotes and support public health. Each youth, by being there, enables us to offer four additional program slots to children, so two MAGO-funded youth will enable us to offer eight more slots.

## Your Community - Other Health Initiatives\*

What other health initiatives can be found in your community? Please be specific.

The City of Somerville offers a wealth of health-related programs that promote physical activity, but many operate only during the school year. During COVID Somerville kept as many of these activities open as possible, some with reduced enrollment to allow for social distancing. We look forward to working in a more relaxed, although still precautionary environment:

During the summer, the City's Parks & Recreation Department offers youth clinics on baseball, basketball, golf, handball, lacrosse, volleyball, tennis, track & field, and ultimate Frisbee; several physical conditioning programs; and toddler play. During the school year it offers team ice hockey and flag football; clinics on soccer, baseball, basketball, football, flag football, ice hockey and parkour; an afterschool drop-in center for teens; and swim and play programs for preschoolers. For adults it offers fitness programs on mixed martial arts, performance enhancement and body sculpting, as well as adult basketball and parkour.

During the school year, the Somerville Public Schools offer high school students the following team sports at Varsity, JV and Freshman levels: soccer, ultimate Frisbee, football, softball, baseball, swimming, golf, cross country, volleyball, indoor and outdoor track, tennis, crew, cheerleading, ice hockey and basketball. All sports are available to both genders except baseball (boys) and softball (girls). The football team is primarily male but girls are welcome and do join. At the middle school level the Department offers intramural co-ed indoor

soccer, flag football, swimming, volleyball, tennis and basketball. PreK-6 students attend afterschool activity clubs that offer yoga, martial arts, hula-hooping and many other options. Gym class is one day/week in grades K-8 and four days/week for two semesters in the high school.

The City partners with the Somerville Youth Soccer League, Somerville Youth Hockey, Pop Warner and Somerville Little League to offer additional opportunities. These town leagues run Fall, Winter and Spring intra-city and traveling team programs for youth of all ages. The Somerville Public Schools assist with outreach by providing promotional flyers and sign-up sheets in Somerville's four main languages (English, Spanish, Portuguese and Haitian Creole) to students ages 4-18.

In addition, the City's Office of Food Access and Healthy Communities (OFAHC), an initiative of the City's Health and Human Services Department, aims to create equitable health outcomes by working in the areas of food access, safe mobility, and active play. OFAHC completed a Food System Assessment in 2018 and resultant Food Action Plan as well as a Physical Activity Audit. The Plan and Audit are now helping to drive community-level strategic action and partnerships. During the height of the COVID crisis, OFAHC operated a food pantry and created a free food delivery service for quarantined households. Borne out of the pandemic, they now manage a cab to health program to reduce transit as a barrier to obtaining healthy food and healthcare. Ongoing OFAHC initiatives on the food access side include: implementing policy changes to improve health equity as identified in the Food System Assessment; backboning collaborative community efforts by leading the Somerville Food Security Coalition and the Somerville Farmers Market Coalition, which offers a city-wide SNAP match at farmers markets; and operating an affordable mobile farmers market to improve healthy affordable food access (4 locations per week, 15 weeks per year, July-October). Initiatives on the safe mobility/active play side include promoting policies, infrastructure, and programs that support active living through the Mayor's Park Pass Challenge, leading district-wide pedestrian safety training for all 2nd grade students, advocating for transit justice, and contributing to data-informed decisions through safe routes to school data analysis and an annual park use survey.

## Sustaining Accomplishments\*

How will you sustain the work and accomplishments of your youth employees after the grant period concludes?

The youth's own work will support lasting change. The children they assist will become used to participating in group activities again. They will learn the joys of using their bodies on a regular basis, as well as specific sports-related skills that they can use informally with groups of friends and more formally in one of Somerville's sports leagues or teams. They will feel more confident in their abilities and have greater expectations of being accepted and included by other sports-minded children and adults, and therefore more likely to pursue more physical activities. Youth will also model the idea of recreation as a job that children can access when they get older. Children will have a chance to observe youth and adults actively involved and employed in recreation-based jobs. In addition, youth will experience actually being employed in a recreation-based job. The job-readiness and recreational management and leadership skills they gain by working for the Parks & Recreation Department will be a highlight on their resumes, steer them towards jobs in the recreation field, and help them to be more successful in whatever jobs or careers they choose later in life.

At the same time, the parents/guardians will regain confidence in sending their children to Recreation Department summer enrichment programs that are safe, accessible, and affordable when they see that other local parents are allowing their youth to help lead these programs. Parents are also well aware that the pandemic made their children more fearful and inclined to be sedentary; many will truly want their children to attend programs that encourage activities that lead to better health.

## Your Organization\*

How does this grant complement your organization's mission?

In pursuing its mission, the City of Somerville's objectives are to "promote a thriving economy, nurture a healthy community, provide a safe environment, create an attractive, sustainable quality of life, and foster a vibrant sense of shared community based on maximum citizen participation in government." This grant supports the City's efforts to nurture a healthy community, provide a safe environment, and create an attractive, sustainable quality of life. Funding will enable Somerville to nurture an abiding interest in, and love for, physical activity in an urban environment among the city's younger children; it will enable their parents to access a larger amount of safe, affordable recreational programming for their children; and it will encourage older youth whose jobs have been funded by the grant to stay active themselves while taking pride in their growing ability to help others find joy and good health through activity.

## COVID-19 Impacts and Adaptation\*

Please detail how you will employ youth workers safely during the COVID-19 pandemic and adapt to potential changes in public health guidance. If you have operated the proposed program in the past, please explain how COVID-19 impacted the program and how you adapted during the pandemic.

Please address the following points in your response:

- Do you have adequate personal protection equipment and sanitation supplies to safely operate your program?
- Are you operating indoors? If so, how will you best protect your youth employees from COVID-19 exposure?
- What is your organization's mask policy for staff and, if applicable, patrons?
- What are your organization's procedures if a staff member tests positive for COVID-19 or has exposure to an expected or confirmed case of COVID-19?
- If any portion of your program requires an indoor facility, will your proposed programming still be viable if the facility experiences temporary closures related to COVID-19?

Given the recent drop in COVID cases in Massachusetts, Somerville ended its indoor mask mandate in the public schools on March 14 and in public buildings on March 21. It has not had an outdoor mask mandate for some time. Somerville Recreation Department is currently planning a "normal" summer, with no special COVID protections, while acknowledging that things could change at any time. In 2020 Somerville established a broad range of COVID-related protocols that made possible two very successful summers in 2020 and 2021. These protocols are listed below and will be reinstated if necessary. As described below, Somerville does have adequate personal protection equipment, sanitation supplies, and alternate outdoor facilities to use if needed.

- Each program will operate at minimum capacity while COVID protocols are necessary to allow for social distancing and other guideline adherence. If COVID protocols suddenly become necessary while a program session is operating above minimum capacity the program may be conducted in shifts or dispersed across multiple outdoor sites to allow for social distancing. Staffing will remain at normal levels to support split programs and provide increased oversight.

- Both indoor and outdoor spaces have been measured so staff already know how many children and staff can safely fit into each one. The only indoor facility, the KidStop/Sprout site (Founders Indoor Turf Facility), has garage-door-sized panels that open on the sides to allow large amounts of air flow. These will be kept open when the program is in session. If Founders is forced to shut down due to COVID, the Recreation Department has other outdoor and indoor sites that it can use temporarily so the program need not shut down.

- All program sites have a bathroom on site. At outdoor sites, the porta-potty(ies) are cleaned regularly by the vendor. At the Kidstop/Sprout site the indoor bathroom is cleaned daily by a professional cleaning company.

- All programs will be provided with the cleaning products and facilities space for cleaning and securely storing equipment

- Drop-off areas will be staggered, six feet apart, so that participant and guardian groups do not overlap



- All programs will have designated areas where participants can safely leave their personal items. The process of leaving personal items will be staggered so participants are not crowding an area when leaving or picking up their items
  - All staff and participants will be required to bring their own water bottles
  - All staff, participants, and guardians will be required to wear a face covering at all times
  - The City of Somerville will provide any PPE needed for each program, including gloves and extra masks, using American Rescue Plan Act (ARPA) funds as needed
  - Staff and participants (via their guardians, depending on age) will be responsible for staying home if they feel sick. Anyone who displays signs of illness will be sent home and not permitted to return until they have received a negative COVID test.

## Budget

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### Fiscal Sponsorship Declaration\*

Are you fiscally sponsored by a nonprofit organization?

No

### Fiscal Sponsorship - Follow-up

If yes, please provide the name of the fiscal sponsor below.

*Note: Please confirm with your fiscal sponsor that it is in compliance with statutory requirements set forth in G.L. ch. 12, secs. 8E and 8F, and G.L. ch. 68, sec. 19, including initial registration and filing of annual financial reports with the Attorney General's Office Non-Profit Organizations/Public Charities Division.*

### Start Date for youth job(s)\*

Please provide the anticipated start date for the youth who would be employed by this grant award.

*Earliest start date is July 5, 2022*

07/05/2022

### End date for youth job(s)\*

Please provide the anticipated end date for youth who would be employed by this grant award.

*Latest end date is September 2, 2022. A shorter duration for youth employment is allowable as long as the maximum funding request is not exceeded.*

08/12/2022

**The maximum amount an organization may request is \$4,000.00.**

### Amount Requested\*

Do not include a dollar sign (\$) in your response.

\$3,669.60

**Total # of Youth\***

Please provide the total number of youth who will be employed with grant funds.

2

**Youth Hourly Wage Rate\***

What is the hourly wage rate per youth employee?

Recipients must pay youth at least a minimum wage of \$14.25 per hour. Programs requesting stipend payments to youth that are not equivalent to at least a \$14.25 per hour wage will not be considered.

15.29

**# of hours per week per youth\***

Please provide the average number of hours one youth employee will work per week:

20

**# of weeks\***

Please provide the number of weeks you anticipate to fund youth employees with this grant:

6

**Budget Spreadsheet\***

Please upload a budget using Microsoft Excel. Please be sure your budget has the following information:

1. The requested amount for youth salary (at least \$14.25/hr)
2. The number of youth to be employed by grant funds
3. The requested amount for associated payroll tax, if applicable. Please provide the percentage rate.
4. The calculation for your salary and payroll tax requests (salary rate x hours = salary request; salary expense x payroll tax rate = payroll tax request)
5. Requested amount for administrative support and/or adaptive COVID-19 equipment/services. This request must not exceed 10% of the overall amount. For example, if you are requesting a total of \$4,000.00 from the AGO, you may only use \$400 (10%) of the grant for admin/COVID-19.
6. A clearly marked total grant request that does not exceed \$4,000.00.

Somerville MA\_Healthy Summer Jobs Program Budget 2022.xls

**Budget Narrative\***

Please upload a budget narrative providing a detailed description of how the grant funds will be utilized. This narrative should explain each line item in your budget. Within the narrative, please indicate if your organization will provide any financial and/or in-kind resources to your proposed program.

Somerville MA\_Healthy Summer Jobs Program Budget Narrative 2022.docx

## Cash on Hand Certification\*

*Disbursements are expected to be sent to award recipients who have met all disbursement criteria by Electronic Funds Transfer on or before October 28, 2022.*

I certify that, if awarded this grant, my organization can pay the salaries of jobs funded under the grant award prior to receiving a disbursement from the Massachusetts Attorney General's Office.

Please initial below.

JTT

## Other Required Documents

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This application requires the submission of the following forms:

- Request for taxpayer identification number and certification (W-9)
- Electronic funds transfer sign-up form and voided check
- For non-profits only: your most recent filing package to the AGO Non-Profit Organizations/Public Charities Division

The forms can be found <https://www.mass.gov/service-details/grant-forms-and-documents>. Please complete only the required forms and attach them below.

### W-9\*

Please attach your organization's W-9.

Somerville\_w9\_signed 3.2022.pdf

### Electronic funds transfer\*

Please attach your electronic funds transfer form. Confirmation of account information on bank letterhead or a voided check is required in addition to the form. Please attach both documents as one file.

Somerville\_EFT\_signed 3.2022.pdf

### For Non-Profits Only

If you are applying on behalf of a non-profit organization, please upload your organization's most recent filing package submitted to the AGO Non-Profit Organizations/Public Charities Division. Your upload should include your Form PC, IRS Form 990/990-EZ/990-PF and, as applicable, a CPA's review report or an audited financial statement. All documents should be uploaded as one file. For any problems uploading due to file size, please email [AGOGGrants@mass.gov](mailto:AGOGGrants@mass.gov).

If you are not applying on behalf of a non-profit organization, no file upload is required.

## File Attachment Summary

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### *Applicant File Uploads*

- Somerville MA\_Healthy Summer Jobs Program Budget 2022.xls
- Somerville MA\_Healthy Summer Jobs Program Budget Narrative 2022.docx
- Somerville\_w9\_signed 3.2022.pdf
- Somerville\_EFT\_signed 3.2022.pdf

**City of Somerville: Proposed Program Budget for Mayor's Healthy Summer Youth Jobs Program, Summer 2022**

Line Item	Requested	In-kind	Explanation
1. Youth Salaries	\$3,669.60		2 jobs x \$15.29/hour x 20 hours/wk x 6 weeks
2. Payroll Taxes	\$0.00	\$457.60	\$3,669.60 x 12.47% provided in-kind
3. Adaptive COVID Equipment and Services (if needed)	\$0.00	\$50.00	Estimated cost to be covered by other funding sources.
4. Administrative Support	\$0.00	\$341.90	10 hours @\$34.19/hour provided in-kind
<b>Total Request/In-kind:</b>	<b>\$3,669.60</b>	<b>\$849.50</b>	

**Total Project Budget                      \$4,519.10**

**Total Amount Requested from the FY2023 AGO Healthy Summer Youth Jobs Grant Program: \$3,669.60**

**City of Somerville, MA**  
**Budget Narrative for Mayor's Healthy Summer Youth Jobs Program, Summer 2022**  
**March 22, 2022**

**Salaries**

The City of Somerville is requesting \$3,669.60 to cover salaries for two (2) youth. Each youth will receive Somerville's minimum wage of \$15.29 per hour and work 20 hours per week for six weeks (120 hours). Youth will be paid weekly.

$\$15.29 \text{ per hour} \times 120 \text{ total hours} = \$1,834.80 \text{ per youth}$   
 $2 \text{ youth} \times \$1,834.80 = \$3,669.60$

**Payroll Taxes**

The City of Somerville will cover youth's payroll taxes at 12.47%. Somerville is not requesting funding from MAGO to cover payroll taxes.

**Adaptive COVID Equipment and Services**

The City of Somerville will cover COVID-related costs, including staff and youth PPE, through American Rescue Plan Funds. The \$50 included in the budget is an estimate since Somerville does not yet know what local, state, and national guidelines will be in place during summer 2022. Somerville is not requesting funding from MAGO to cover COVID-related costs.

**Administrative Support**

The City of Somerville Community Services Management division will provide administrative support, including recruitment and hiring, in-kind at \$34.19/hour x approximately 10 hours.

# Request for Taxpayer Identification Number and Certification

Completed form should be given to the requesting department or the department you are currently doing business with.

Please print or type

**Name** ( List legal name, if joint names, list first & circle the name of the person whose TIN you enter in Part I-See **Specific Instruction** on page 2)  
 City Of Somerville

**Business name**, if different from above. (See **Specific Instruction** on page 2)

Check the appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other **Municipality**

<b>Legal Address:</b> number, street, and apt. or suite no. 93 Highland Ave	<b>Remittance Address:</b> if different from legal address number, street, and apt. or suite no.
<b>City, state and ZIP code</b> Somerville, MA 02143	<b>City, state and ZIP code</b>

Phone # (617) 625-6600 Fax # ( ) Email address:

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instruction on page 2.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.  
**Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.**

**Social security number**  
 □□□-□□-□□□□  
 OR  
**Employer identification number**  
 04-6001414

**Vendors:**  
 Dunn and Bradstreet Universal Numbering System (DUNS)  
 DUNS  
 □□□□□□□□

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Services (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am an U.S. person (including an U.S. resident alien).
4. I am currently a Commonwealth of Massachusetts's state employee: (check one): No  Yes  If yes, **in compliance with** the State Ethics Commission **requirements**.

**Certification instructions:** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

**Sign Here** Authorized Signature Date **3/17/2022**

**Purpose of Form**

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or debt, or contributions you made to an IRA.

**Use Form W-9 only if you are a U.S. person** (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify you are not subject to backup withholding

**If you are a foreign person, use the appropriate Form W-8.** See Pub 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

**What is backup withholding?** Persons making certain payments to you must withhold a designated percentage, currently 28% and pay to the IRS of such payments under certain

conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions on page 2.

**Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.