



<b>Start Date of Contract</b>	4/18/2023	<b>End Date of Contract</b>	6/30/2024
<b>Start Date of Service</b>	4/18/2023	<b>End Date of Service</b>	6/30/2024
<b>Contract Number</b>	601.23-24 City of Somerville	<b>CFDA Number</b>	N/A
<b>DUNS Number</b>	N/A	<b>Tax ID/FEIN Number</b>	N/A
<b>Direct Funds</b>	\$61,710.00	<b>Match Funds</b>	\$6,171.00
<b>Total Contract Amount</b>	\$67,881.00	<b>Total Federal Award</b>	N/A
<b>Fixed Fee/Performance Based</b>	<input type="checkbox"/>	<b>Cost Reimbursement</b>	<input checked="" type="checkbox"/>

**AGREEMENT BETWEEN**

METRO NORTH REGIONAL EMPLOYMENT BOARD  
 D/B/A MASSHIRE METRO NORTH WORKFORCE BOARD  
 SPACES Davis Square  
 240 Elm Street  
 Somerville, MA 02144  
 ("MNWB")

**AND**

CITY OF SOMERVILLE  
 93 Highland Avenue,  
 Somerville, MA 02143  
 ("THE CONTRACTOR")

Whereas the MassHire Metro North Workforce Board is a non-profit corporation and has been empowered to enter into contracts,

Whereas the Contractor agrees to provide services for MNWB in accordance with the terms and conditions of this Agreement,

And, further agrees to implement this Contract in accordance with the following parts, which are incorporated by reference and form part and parcel of this Agreement:

PART I	WORK STATEMENT
PART II	BUDGET/PAYMENT SCHEDULE
PART III	ATTACHMENTS
PART IV	GENERAL TERMS AND CONDITIONS

It is understood and agreed by all parties that costs cannot be incurred under this Contract prior to the effective date. All signatures must be affixed to this Contract prior to submission of the first invoice.

In Witness whereof the parties have executed this Contract effective April 1, 2023.

<b>For the MassHire MNWB:</b>		<b>For the Contractor:</b>	
<b>NAME</b>	CHRIS ALBRIZIO-LEE	<b>NAME</b>	KATJANA BALLANTYNE
<b>TITLE</b>	PRESIDENT AND CEO	<b>TITLE</b>	MAYOR
<b>SIGNATURE</b>		<b>SIGNATURE</b>	
<b>DATE</b>	7/12/2023	<b>DATE</b>	7-11-2023

**PART I: WORK STATEMENT**

**A. PROGRAM SUMMARY**

As indicated in line item 7002-0012, YouthWorks aims to reduce juvenile delinquency in youth and young adult homelessness in high-risk areas through employment of participants between the ages of 14 and 25, a recent expansion in participant age programming and career exploration that will require new partnerships and deeper engagement with existing programs such as Connecting Activities and WIOA. YouthWorks is a state-funded youth employment program that helps teens and young adults gain the skills and experience needed to begin their journey to career. YouthWorks provides some Massachusetts teens and young adults with first jobs, and all with leadership development, skills training, and career exploration. Participants of this program are 14-to-25-year-olds who are at-risk of falling into chronic unemployment through lack of exposure, experience, mentorship, and access to opportunity often paired with poverty.

YouthWorks program serves a wide range of participants in terms of ages, levels of career awareness, and goals. To provide all participants with effective and relevant youth workforce development services, YouthWorks consists of four specific tiers: Service and Project-based Learning for 14-15-year-olds, Early and Career Trajectory Experiences for 16-17-year-olds, Career Pathway Training and Support for 18-21-year-olds and Emerging into Career and Career Management for 22-25-year-olds. The table below outlines the service strategy for the tiers. Programming should provide a bridge that will allow participants starting in Tier 1 to transition, as needed, through Tier 4. This is a tiered program designed to meet the age and stage needs of participants. Programs can operate, under contract, during the period of April 2023 – June 2024. Given significant labor market challenges and investments in the workforce system, Commonwealth Corporation will work with regional partners to ensure we are collectively leveraging aligned programs, including Connecting Activities and other programs supported through ARPA.

**YouthWorks Age, Stage and Path Model**

<b>Tier 1- Service and Project-Based Learning:</b> <i>Signal Success:</i> Starting off Strong	<b>Tier 2- Early and Career-Trajectory Experience</b> <i>Signal Success:</i> Building a Professional Self	<b>Emerging Workforce</b>
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<p>14-15-year-old participants</p> <p>Wage range: \$15.00 – \$16.25/hr.</p> <p><u>Cycle 1 Period: June – September 3</u></p> <p>60-130 program hours</p> <p><u>Cycle 2 Period: September 4 - June</u></p> <p>40-300 program hours</p>	<p>16-17-year-old participants</p> <p>Wage range: \$16.25 – \$17.50/hr.</p> <p><u>Cycle 1 Period: June – September 3</u></p> <p>100-220 program hours</p> <p><u>Cycle 2 Period: September 4 - June</u></p> <p>40-300 program hours</p>	<p><b>Tier 3- Career Pathway Training and Support:</b> <i>Signal Success:</i></p> <p>Crafting a Career Path</p>	<p><b>Tier 4 – Career Pathway Credentialing and Certifications:</b> <i>Signal Success:</i></p> <p>Emerging into Career and Career Management</p>
<ul style="list-style-type: none"> <li>• Case management and wrap-around services, as needed</li> <li>• Service-learning projects coordinated with local community partners and/or supportive small group introductory work placements</li> <li>• Sector aligned project-based learning intensives with additional supports for younger participants</li> <li>• Cohort-based case management</li> <li>• Match participants with learning opportunities that foster transferable skills and early career pipeline programming with specific employer partnerships</li> </ul>	<ul style="list-style-type: none"> <li>• Case management and wrap-around services, as needed</li> <li>• Introduction to career exploration through volunteerism and civic engagement</li> <li>• Introduction to targeted transferable skill development</li> <li>• Begin career pathway planning</li> <li>• Interview practice – engaging in Talk Hiring platform – and individual personal branding focused on skills, interests, and assets</li> <li>• Support returning participants with growth opportunities that involve increased leadership,</li> </ul>	<p>18-21-year-old participants</p> <p>Wage range: \$17.50 – \$18.75/hr.</p> <p><u>Cycle 1 Period: June – September 3</u></p> <p>120-320 program hours</p> <p><u>Cycle 2 Period: September 4 – June</u></p> <p>40-420 program hours</p>	<p>22-25-year-old participants</p> <p>Wage range: \$18.75 – \$20.00/hr.</p> <p>Region specific cohorts expanding three (3) to four (4) months of programming, ideally, that aligns with the start of each Cycle</p>

<ul style="list-style-type: none"> <li>• Optional: Engage participants in additional topic specific learning opportunities that correlate with age and stage</li> </ul>	<p>independence, and/or stronger alignment to career interests – consider Peer Leadership opportunities</p> <ul style="list-style-type: none"> <li>• Defined career exploration activities that support increased awareness of in-demand industries</li> <li>• Optional: Engage participants in additional topic specific learning opportunities that correlate with age and stage</li> </ul>		
		<ul style="list-style-type: none"> <li>• Case management and wrap-around services, as needed</li> <li>• Occupational training models with relevant industry certifications</li> <li>• Mentorship via professionals in field of interest</li> <li>• Engage in micro career pathway course(s) focused on a specific career or industry</li> <li>• Work-based learning and skills training linked to pre-apprenticeship certification</li> <li>• Match participants with employment and learning opportunities that foster transferable</li> </ul>	<ul style="list-style-type: none"> <li>• Case management and wrap-around services, as needed</li> <li>• Occupational training models with relevant industry certifications</li> <li>• Structured, career specific, mentorship</li> <li>• Placement with business/organizations looking to hire</li> <li>• Identified full- or part-time employment at the completion of the program</li> <li>• Support returning participants with growth opportunities that involve increased leadership – consider peer mentorship opportunities within YW programming</li> </ul>

		<p>skills – private sector focus</p> <ul style="list-style-type: none"> <li>• Engage participant in leadership opportunities</li> <li>• Interview practice – engaging in Talk Hiring platform – and individual personal branding focused on skills, interests, and assets</li> <li>• Job placements focused on a particular industry and supported by additional career awareness and exploration activities</li> <li>• Support returning participants with marketable skills and increased opportunity</li> <li>• Skills to find and keep an unsubsidized job</li> <li>• Provide participants with skills, exposure, and experience to obtain entry-level positions in high-demand fields and make informed career plans for sustainability and growth</li> <li>• Collaborative and teamwork activities</li> <li>• CPR/First-Aid training</li> <li>• Optional: Engage participants in</li> </ul>	<ul style="list-style-type: none"> <li>• Interview practice – engaging in Talk Hiring platform – and individual personal branding focused on skills, interests, and assets</li> <li>• Support returning participants with marketable skills and increased opportunity</li> <li>• CPR/First Aid training</li> <li>• Optional: design Micro Career Pathway comparable courses that align with WIOA adult training</li> <li>• Optional: Engage participants in additional topic specific learning opportunities that correlate with age and stage.</li> </ul>
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		additional topic specific learning opportunities that correlate with age and stage	
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**B. Scope of work**

- The Contractor agrees to serve 20 youth through Cycle 1, with 8 youth in Tier 1, and 12 in Tier 2. For Cycle 2, the contractor agrees to serve 2 youth in Tier 2.
- Participants in Tier 1 must be paid an hourly stipend/wage between \$15.00/hr. and \$16.25/hr. Participants in Tier 2 must be paid an hourly stipend/wage between \$16.25/hr. and 17.50/hr. Participants in Tier 3 must be paid an hourly wage of \$17.50/hr. and \$18.75/hr. Participants in Tier 4 must be paid an hourly wage of \$18.75/hr. and \$20.00/hr.
- The Contractor will recruit and support peer leaders among returning YouthWorks participants.
- The Contractor will provide opportunities for returning and/or older participants to practice leadership and project management skills, while also serving as peer mentors to younger participants - at least one peer leader for every 12 projected participants
- All enrolled youth will participate in Signal Success work-readiness curriculum through a combination of self-paced modules, live-in person session, and/or live virtual sessions facilitated by the Contractor.
- A pre/post work readiness training assessment will be completed for each youth.
- The Contractor and their designated community partners will recruit and ensure that each youth is eligible for YouthWorks funding through the eligibility parameters in this contract.
- The Contractor/community partners will maintain a folder for each YouthWorks participant documenting eligibility.
- The Contractor will provide each youth participant with a job description and will also place a copy of the job description in each participant’s folder.
- The Contractor will utilize the YouthWorks database for all relevant case management, eligibility documentation, and reporting deemed necessary by the MNWB and Commonwealth Corporation
- The Contractor will ensure that an intern evaluation is conducted for each youth participant by the participant’s worksite supervisor.
- The Contractor/community partners will provide oversight and supervision for the YouthWorks participants.
- The Contractor will provide a 10% cash match for summer program expenditures. The *match must come from private sector commitments* – additional wages for youth – and not from other public funds that may be used to support summer youth employment.
- The Contractor is expected to serve vulnerable participants who can self-attest to the one or more of the following, at-risk, factors:
  - court-involved;
  - DYS-committed, on juvenile probation, gang-involved, CRS, juvenile arrest;
  - homelessness or being a runaway;
  - foster care or being close to aging out of foster care; having aged out of foster care;
  - poor academic performance or a school stop-out;
  - single parent household;

- having a disability or special needs;
- lack of fluency in English, or being a foreign immigrant; or
- being a teen parent.
- The Contractor will provide resources for additional professional development and trainings such as First Aid and CPR.
- The Contractor is expected to have regular check-ins with Youth Programs Manager
- Site visits will be conducted throughout the summer and year-round – scheduling will take place between the Youth Programs Manager and the Contractor.

### ***Allowable Expenditures***

Focus on Participant Wage: Across the full budget of the grant, at least, 60% of overall funding must be spent on youth wages, stipends, and support services. Participant salaries have a fixed 12% fringe.

Support Services include:

- Clothing/uniforms for vocational programming/employment
- Electronic devices such as laptops, webcams, and Chromebooks and internet access support services
- Trainings, certificates, and credentialing opportunities for participants
- Transportation for youth participants
- Bus/train passes
- Food for youth participants
- Gift cards or other financial incentives (such as bonuses) for youth are permissible to a maximum of \$350 per youth 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
- In some cases, GED or HiSET testing fees and driver's licenses/state identification may be expended with prior approval from Commonwealth Corporation

Budgets submitted should include stipends/wages within the approved wage range (See Page 6).

Programs expecting to provide stipends/wages higher than the approved wage through match, should incorporate that information in their match report not application budget narrative.

A maximum of 40% of the total funds may be spent on the following:

- Salaries and related personnel costs of outreach, counseling, instructional and job site supervisory staff

**Note:** No funds provided under this program may be used to support the salaries of existing permanent staff at any agency or facility at which 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

**Note:** If you requested and have been awarded funding through the supplemental funds in February 2022, to support the cost of a full-time YouthWorks position, include those details in your budget. The program will continue supporting this cost through June 30, 2024. Please identify the position and the cost in the grantee budget narrative worksheet in the budget template – this is not an allocation and will not be contracted separately. If you did not previously make the request through the supplemental application and are interested in making the request now, please do so within the application; approval is subject to resource availability.

**Note:** There is a fixed 20% fringe for staff salaries

**Indirect Rates:**

Programs may use 10% of their total approved budget toward indirect costs.

**Additional Guidelines:**

YouthWorks grantees' approved line-item grant budget will reflect the guidelines listed below. All line items must be described in the budget narrative worksheets in the budget template. 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.

***Allowable expenses include:***

- Clothing/uniforms for vocational programming/employment
- Electronic devices such as laptops, webcams, and Chromebooks and internet access support services
- Transportation for youth participants
- Bus/train passes
- Van/bus rental
- Vocational, or supplemental career readiness materials including certification materials and testing fees
- Food for youth participants
- Youth stipends/wages
- Gift cards or other financial incentives (such as bonuses) for youth are permissible to a maximum of \$350 per participant 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.
- Computer software
- Equipment rental
- Cell phone reimbursement for the program staff persons serving YouthWorks participants
- Youth and employer outreach materials



- Mileage for program staff (for the YouthWorks grant) in relation to services rendered under the YouthWorks grant. Reimbursement will be provided for mileage only (at the current reimbursement rate of the grantee's fiscal agent)
- In some cases, GED or HiSET testing fees and driver's licenses/state identification may be expended with prior approval from Commonwealth Corporation
- Salaries and related personnel costs of outreach, counseling, instructional and job site supervisory staff
- Other costs directly related to the program

***Non-allowable expenses include:***

- Staff bonuses, incentives and/or gifts
- Equipment (defined as any item of tangible personal property having a per-unit cost greater than \$5,000 and a useful economic life of more than three years). Property purchased with grant funds and used for grant purposes that does not meet the definition of 'equipment' would fall into the budget category of supplies and materials
- Indirect costs that exceed 10% of the total budget
- Mileage reimbursement not related to the YouthWorks grant
- Any expenses more than the contracted grant amount or outside the contracted grant period
- Any expenses outside of the approved budget

**Financial Match Expectations**

Based on the awarded contract amount, grantees are assigned regional private sector match targets of, at least 10%, cash match for program expenditures. To be considered, match must come from private sector commitments – additional wages for participants – and not from other public funds that may be used to support the program.

Match can be documented as paid placements in any brokered youth employment programs including Connecting Activities. Additional details on the match requirements can be found below.

***Financial Match Expectations and documentation***

A ten percent match is expected, but it is not required. Grantees are not required to provide a cash match; however, the YouthWorks appropriation specifies that funds provided by the General Court shall be matched by private organizations. The Commonwealth expects each grantee to generate a private sector match equal to 10% of the approved budget for the YouthWorks program. The match can be achieved through grants made by private-sector employers to the workforce region or through private-sector wages paid to youth who are eligible for YouthWorks. Private-sector employers includes private-sector enterprises and private nonprofit organizations such as private hospitals, colleges, universities, and others.

• **Note:** Budgets submitted should include stipends/wages within the approved wage range (See Page 6). Programs expecting to provide stipends/wages higher than the approved wage through match, should incorporate that information in their match report not application budget narrative.

• **Note:** *Failure to provide sufficient local, private sector match may be considered by the Commonwealth as a factor in establishing allocation levels for next year's YouthWorks program.*

## **1. Recruitment, Assessment & Enrollment**

Programs are encouraged to define recruitment processes that include assessing potential participants' fit for the program in terms of interests, skills, and ability to complete programming. Additionally, programs should think through how each of these components will be accomplished differently for virtual, in-person, and hybrid programming. Sharing information and conducting on-boarding sessions online in an interactive manner helps participants know what to expect and provides opportunities to address technology barriers in advance when planning virtual opportunities. After a participant has been accepted and enrolls into the program, local, program supports should ensure participants have signed-off on the "Participation Agreement" in the database, acknowledging they understand what is required and expected of them as a participant of the YouthWorks program. During orientation, participants should be given a copy of the "Participant Guide" which can be found in the YouthWorks Help Center Portal; programs should identify a tracking system to indicate receipt of this document. Note: If a participant decline signing off on the participant agreement, they should not be allowed to move forward with the program.

It is essential to avoid imposing additional or exacerbating existing barriers, so all programs should plan to provide participants who need a device to access programming with a Chromebook or entry-level laptop for virtual and/or hybrid programming. Equipment purchases in previous years should be leveraged first. In many cases this may be a greater need among out-of-school participants. Finally, all programs need to identify additional modes of case management beyond email and voicemails if only operating in a virtual modality. Layering in text-based communication, dedicated live small group case management and team-based communication through tools like Slack and MS Teams increases engagement and persistence among participants because it provides multiple avenues to access support.

### **Tier 4**

To support the addition of our older participants, we have added a Tier 4 to the program model which focuses on participants between the ages of 22-25. All regions are expected to identify and serve a target number of Emerging Workforce participants which includes Tier 3 and 4. Tier 4 combined with Tier 3, is identified as Emerging Workforce. In Tier 4, participants are not limited by program hours. Instead, programs should specify a cohort start and end date of engagement which would include the completion of Signal Success Emerging Workforce modules. At their completion, programs should be

prepared to provide direct assistance in the identification and interviewing of Tier 4 participants for part- or full-time work. Participants in Tier 4 should complete the program certified in First Aid and CPR. Programs should plan to engage these participants in case management that includes but is not limited to career exploration, skills assessment, and a pathway to employment.

For this Tier, the goal is to place participants at worksites who are looking to hire while providing them the foundation to the start of their career and professional mentorship.

## **SPECIFICATIONS**

### ***Eligibility of Participants***

Participation in a YouthWorks employment program is limited to residents of the workforce regions who meet four eligibility requirements: age, income, risk factors, and/or geographic residence.

### ***Age Requirements***

A participant is eligible to participate in the YouthWorks program if they are between the ages of 14 and 25, at least, sometime during the period of programming. A participant must be, at least, 14 at the start of programming. The Commonwealth urges program managers to make special efforts to recruit and serve Emerging Workforce participants who are disconnected from work and education. Participants are not required to be enrolled in a secondary school to be eligible for the YouthWorks program.

### ***Income Requirements***

In the 2023-2024 program year, a participant should have a family income that does not exceed the annual equivalent of 200% of the Federal poverty guidelines. The 2022 federal poverty guidelines are included in the Appendices which was the most updated document at the time of this document's release. Because free lunch has been implemented across the state, local program administrators should be prepared to request proof of status with self-attestation serving as a source.

Note for grantees relying primarily on youth self-attestation:

In this case, grantees should follow procedures to statistically check whether such statements of income are accurate. The purpose of this check is to confirm the accuracy of the eligibility process, not necessarily to disqualify any individual who is included in the sampling.

Note: Income documentation is not required for youth who are documented as housing insecure, in foster care, or for youth with disabilities or special needs.

### ***Place of Residence***

Lead entities must target services to the priority cities, but any youth from the communities served by the workforce investment region who meet eligibility guidelines may participate fully in the programming. There is no official limit to the amount of grant funds dedicated to serving eligible youth who reside outside of one of the priority cities.

### ***Participation and Completion Requirements***

All participants should be paid for work and training, including orientation, hours with grant funds.

#### **Participants enrolled in Cycle 1 Period (June 2023 – September 3, 2023)**

For a participant to be counted they must have engaged in at least 10 program hours. Participants may take part in programming for as little as five (5) weeks and as many as nine (9) weeks. Programs need to be mindful to support participants with feasible schedules that offer opportunities for substantial skill gain without interfering with educational requirements for in-school youth including summer school.

For participants to be considered completers, they must complete at least 60 programmatic hours. Of these hours...

- Career readiness hours are based on participant engagement; however, in addition to Signal Success participants may engage in other career readiness activities:

- Participants who engage in program activities in Cycle 1 only are expected to complete 15 total hours of career readiness training. Of those 15 hours, at least, 10 must be Signal Success. The remaining five (5) hours can be of career readiness activities relevant to the participants' tier such as Job Skills, Career Chats, and/or materials to complement Signal Success curriculum.

- All participants must take part in at least one of the below:

Service Based Learning, Work Placement, Project Based Learning

or

Micro Career Pathway Courses (required for Tier 3 and 4 participants in Cycle 1)

#### **Participants enrolled in Cycle 2 Period (September 4, 2023 – June 30, 2024)**

For a participant to be counted they must have received at least 10 program hours. Participants can take part in programming for as little as nine (9) weeks and as many as 20 weeks. Programs need to be mindful to support participants with feasible schedules that offer opportunities for substantial skill gain without interfering with educational requirements for in-school participants. For example, a Tier 1 or 2 participant might benefit from a 10-week program with an average of four (4) hours a week while an older out-of-school participant in Tiers 3 or 4 may participate in all of Cycle 2 for an average of 15 hours a week or more. Tier 3 participants may complete up to 320 paid hours of programming.

For participants to be considered completers, they must complete at least 40 program hours. Program plans can range from as little as 40 hours to as many as 320 hours. Of these hours:

- Participants who engage only in activities in Cycle 2 September through June 30 period are expected to complete 25 total hours of career readiness training. Of those 25 hours, at least, 20 must be Signal Success. The remaining five (5) hours can be of career readiness activities relevant to the participants' tier such as Job Skills, Career Chats, and/or materials to complement Signal Success curriculum.

- All participants must take part in at least one of the below:

Service Based Learning, Work Placement, Project Based Learning

or

Micro Career Pathway Courses (required for Tier 3 and 4 participants in Cycle 1)

### **Participants enrolled between June 2023 – June 30, 2024**

For a participant to be counted they must have engaged in at least 10 program hours. Participants may take part in programming for as little as 10 weeks and as many as 20 weeks. Programs need to be mindful to support participants with feasible schedules that offer opportunities for substantial skill gain without interfering with educational requirements for in-school youth. For example, a Tier 1 participant might benefit from a five (5) week program with an average of 15 hours a week while an older participant in Tier 3 may participate across the program year for an average of 25 hours a week. Please see above for hours of paid programming a participant can engage in based on Tier.

**Note:** The given per participant expenditure is based on the high end of program hours for each Tier at the high end of each wage range.

If a participant engages in program activities throughout the entire program year, they are expected to engage in a combined total of, at least, 30 hours of career readiness programming over the course of the year. Of those 30 hours, at least, 25 must be Signal Success. The remaining five (5) hours can be of career readiness activities relevant to the participants' tier such as Job Skills, Career Chats, and/or materials to complement Signal Success curriculum.

### ***Utilization of Peer Leaders***

One of the most promising practices across the YouthWorks partner network is the strategic use of peer leaders. Peer leadership roles provide opportunities for returning and/or older participants to practice leadership and project management skills, while also serving as peer mentors to younger participants. All programs are strongly encouraged to recruit and support at least one peer leader for every 12 projected participants. The peer leaders can support some staff implementation tasks while also benefiting from the learning components of the program. Commonwealth Corporation will provide

training for recruiting, hiring, and training of peer leaders for your program. Peer Leadership sessions are an added resource for peer leaders, these sessions will continue to be facilitated by Commonwealth Corporation. The June start date of programming has been incorporated into programming to provide support and guidance to Peer Leaders before the official kick-off of Cycle 1 in July.

#### **a. Case Management**

Each contracted and sub-contracted site will be 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 will maintain an active list of resources and referrals to other wrap-around support services and networks that participants can access, when needed. This framework is designed to assist participants with successful completion of the YouthWorks program and will be referred to as Case Management.

Case Management should occur at the start of a program cycle and evaluated mid-program and at the end of programming. If program capacity allows, additional case management support is encouraged 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.

Challenges that persist with participants should be shared with the YouthWorks team to identify a possible solution.

#### **b. Duration of Program Activities and Job Placements**

In the interest of participant retention and seamless transition from one cycle to the next, participants can engage in both cycles with the support of this combined RFP and additional database support around participant applications will be provided.

##### Cycle 1 Period (June 2023 – September 3, 2023)

Programs should be designed to provide each participant with a minimum of 40 program hours of program activity between June 2023 and September 3, 2023.

##### Cycle 2 Period (September 4, 2023 – June 30, 2024)

It is expected that participants be employed/in training for a minimum of fifteen 15 hours per week within the time frame of September 4, 2023, and June 30, 2024. The employment must fulfill the following condition:

- Participants who are 17 and under may be employed for no more than 15 hours per week for any employment that occurs while school is still in session
- Participants who are 18 and older may be employed for more than 15 hours per week for any employment

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

***Job placements/Projects: (Service-Based Learning Projects & Work-Based Learning)***

Throughout the Summer (Cycle 1) and Year-Round (Cycle 2), partners will be offering the opportunity to participate either in Service-Based Learning Projects or on a Work-Based learning opportunity.

**Service-Based Learning Projects:**

- The Contractor will develop clear and measurable learning outcomes for the project and relevant assessments to measure and record outcomes
- The Contractor will integrate key members of the local community into the process and project so that participants have a clear sense of purpose, audience, and impact
- The Contractor will add accountability and a professional aspect to the learning by having students develop descriptions and then revisit these documents along with a work-based learning evaluation tool on a regular basis
- The Contractor will include ongoing and simple practices to gauge student perspectives by creating intentional spaces for participants to reflect and discuss their experience. Ensuring these activities occur in a range of modalities and settings will garner the most traction. For example, programs are likely to get different information in a whole group sharing session about highlights and challenges of the week than in a short, written feedback survey.
- The Contractor will intentionally include ways for participants to change or expand their experience.
- The Contractor will build in opportunities to regularly respond to case management needs. Whether it is part of a weekly staff meeting or the end of the day wrap-up text or email exchange, staff need time to respond to what they are observing. Especially in cases where participants are struggling or starting to disengage, early intervention is essential.

**Work-Based Learning Placements:**

Work-based learning is the foundation of the Early and Career Trajectory Experiences (Tier 2) and a key component across the other program tiers. These placements are designed to match participants with subsidized employment opportunities that foster transferable skills. Whether the placement is a participant's first job or an opportunity to build on previous work experience, YouthWorks subsidized placements are work-based learning opportunities with the rigor and authenticity of paid employment realities and responsibilities. While traditionally, these placements are conducted entirely in-person, many can translate into strong online and hybrid options. Commonwealth Corporation is not mandating a percentage of placements in-person or virtually.

While COVID-19 restrictions have been lifted, we encourage sites to outline guidelines in support of a transition back to virtual spaces such as tasks that can be completed online for a specific worksite with access to the appropriate equipment, in the event it becomes necessary.

***Contractors should:***

- Conduct active employer engagement and workforce development focused on identifying and developing quality work placements
- Have in place a clear and inclusive recruitment processes include assessing potential participants' interests and skills, and then utilizing this intake information to complete thoughtful job placement matches.
- Maintain transparency with employers and participants upfront about the need for contingency plans for in-person placements that may need to transition to virtual or pause in the case of COVID-19 exposures or pre-emptive public health measures.
- Provide employer engagement orientation and support services that help employers understand the goals of the program and the needs of the participants.
- Have in place an agreement with employers about what types of tools and strategies will be used to promote accountability and support for remote or hybrid placements.
- Coordinate with local Connecting Activities, WIOA, and Innovation Pathway programs to support an integrated approach to comprehensive career development for youth and young adults.

**c. Reporting & Documentation**

To document the accomplishments of YouthWorks and build an even stronger program, it is important for all regions to continue to augment their data collection and focus on reporting employment, education/training, and skill gain outcomes. Commonwealth Corporation will conduct regular review of data and engage with regional leads to ensure programs are meeting goals and expectations. The table below indicates the required data points and data collection tools and outlines which tools and outcomes are required of various programmatic components and approaches.



**Table: Data Points/Tools**

Required Across all Tiers and Approached	
Participant Social Security Numbers (Commonwealth Corporation conducts wage record match)	
Participant-level demographic information, wage/stipend, and hours of core program services	
End of program survey (paper and online versions available)	
Participant Case Study questionnaire (to be completed with a small strategic sub-set)	
Signal Success Competency-Based Portfolio	
Worksite of participant (when applicable)	
Program Connection Analysis Protocol (tracks progression to WIOA and ConnectingActivities) <sup>1</sup>	
Additional Requirement by Program Element	
Service-Learning Project	Massachusetts Work Based Learning Plan
Work Placement	Massachusetts Work Based Learning Plan
Sector-Aligned Project-Based Learning Intensives	Project Performance Assessment, deliverable, and self-reflection
Micro-Career Pathway Courses	Course completion status and LinkedIn Skill Assessment results, when applicable

Furthermore, the contractor is required to report individual YouthWorks participant record data, including social security numbers, that will enable the state to develop program profiles, statistical reports on the characteristics of participating youth and employers, and calculate data on program wage levels as part of the process of reporting program outcomes to the Massachusetts Legislature. **The Contractor must use the free on-line YouthWorks database (<https://www.youthworksdata.org/>) for participant applications, program development and outcomes reporting.**

**Please note:** This database is used to support YouthWorks program management and reporting to the Executive Office of Labor and Workforce Development 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.

All final record data for the year must be submitted prior to July 15, 2024. The final invoice for the year will not be paid prior to being completed database submission.

In addition to data entry, grantees are required to complete short narrative reports. The format for these narrative reports will be provided to grantees.

**Reporting Periods**

Report	For Activities Conducted During This Period	Data Entry and Narrative Reports Due Dates
Report #1	June 1, 2023 – July 15, 2023	July 29, 2023
Report #2 Participant Completion Report	July 16, 2023 – September 3, 2023	September 15, 2023
Report #3	September 4, 2023 – December 31, 2023	January 16, 2024
Report #4	January 1, 2024 – April 30, 2024	May 15, 2024
Final Report	Entire Year	July 15, 2024

**YouthWorks Confidentiality Statement and Release Form**

Program operators must have all YouthWorks participants complete the Confidentiality Statement and Release Form which can be found in the YouthWorks Help Center Portal to ensure that participants have signed off on the release of participant record data including social security numbers.

***Expectations for Grant Administration for 2023-24.*** MNWB seeks the following from the Contractor:

- Regular submission of cash requests during the program;
- Monthly submission of invoices and back-up documentation reconciling cash requests and invoice amounts;
- Regular data entry of total enrollment numbers on a weekly basis during active performance periods;
- Timely contract closeout – submission of final invoices and reports;

**C. GENERAL RESPONSIBILITIES**

1. The Contractor will provide for such methods of administration as are necessary for the proper and efficient administration of the program.
2. The Contractor shall submit to MNWB a completed W9 form and a completed Electronic Funds Transfer (EFT) Form with a copy of a voided check or other bank-generated document substantiating the account number unless otherwise previously submitted. All payments will be made by electronic transfers.

3. The Contractor will comply with MNWB requests for statistical, financial, or programmatic reports. Continued payment and future funding will depend on the submission and approval of all requested reports.
4. All programs, services and activities conducted under this contract will be in compliance with the laws and regulations regarding:
  - a) The state Equal Opportunity Law, Chapter 622 of the Acts of 1971.
  - b) Title VI (VII) of the Civil Rights Act of 1974, P.L. 88 - 352.
5. The Contractor recognizes the monitoring responsibility of MNWB.
6. The Contractor agrees to participate in all program-related conference calls/meetings that are relevant to its responsibilities under this contract.

#### **D. CONTRACT MODIFICATIONS**

1. The contractor must provide advance notification of any deviations from the approved budget or project's scope or objective, including any changes to the personnel included in the budget.
2. A contract modification will be required in the following instances:
  - a. When the transfer of funds among direct cost categories cumulatively exceeds, or is expected to cumulatively exceed, ten percent (10%) of the project's total budget amount, as outlined in the most recent approved budget.
  - b. When significant changes to a project's scope of work or objective is required.

**PART II: BUDGET/PAYMENT SCHEDULE**

**A. BUDGET**

**Attachment B**

**B. PAYMENT SCHEDULE**

1. Payments under this contract are on a cost-reimbursement basis.
2. All payments to the Contractor are contingent upon receiving funds from the FUNDER.
3. The Contractor shall submit requests for reimbursement on a monthly basis. Requests shall be submitted **7 days** following the close of the month. The final invoice shall be submitted no later than **7 days** following the end date of this contract.
4. All invoices that include staff costs must be accompanied by relevant backup documentation verifying disbursement of funds and staff charges to the funds covered under this contract.
5. MNWB will commence the payment process upon receipt of complete and accurate invoices. Missing and/or incomplete invoices will delay the payment process.
6. Payment to the Contractor will be made within 30 days of receiving complete and accurate invoices.
7. MNWB will accept requests for reimbursement from the President/CEO/Executive Director of the Contractor or an authorized fiscal representative.

**PART III: ATTACHMENTS**

**Attachment A:** MassHire Metro North TERMS and CONDITIONS updated 10-18-18