



Start Date of Contract	05/01/2022	End Date of Contract	09/30/2022
Start Date of Service	05/01/2022	End Date of Service	09/30/2022
Contract Number	601.23_YWYRSMR_SOMERVILLE	CFDA Number	NA
DUNS Number	NA	Tax ID/FEIN Number	NA
Direct Funds	\$66,456.00	Match Funds	\$6,645.60
Total Contract Amount	\$73,101.60	Total Federal Award	NA
Fixed Fee/Performance Based	<input type="checkbox"/>	Cost Reimbursement	<input checked="" type="checkbox"/>

AGREEMENT BETWEEN

METRO NORTH REGIONAL EMPLOYMENT BOARD
D/B/A MASSHIRE METRO NORTH WORKFORCE BOARD
186 ALEWIFE BROOK PARKWAY, SUITE 216
CAMBRIDGE, MA 02138
("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 05/01/2022.

For the MassHire MNWB:		For the Contractor:	
NAME	CHRIS ALBRIZIO-LEE	NAME	KATJANA BALLANTYNE
TITLE	PRESIDENT AND CEO	TITLE	MAYOR, CITY OF SOMERVILLE
SIGNATURE		SIGNATURE	
DATE		DATE	

PART I: WORK STATEMENT

A. PROGRAM SUMMARY

As indicated in line item 7002-0012, YouthWorks aims to reduce juvenile delinquency and youth and young adult homelessness in high-risk areas through employment of participants who are not more than the age of 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. YouthWorks is a state-funded youth employment program that helps teens and young adults gain the skills and experience needed to find and keep jobs and begin to design a path toward sustained success. YouthWorks provides Massachusetts teens and young adults with first jobs, leadership development, skills training, and career exploration. Participants of these programs are 14-to-25-year-olds whose family income does not exceed the annual equivalent of 200% of the federal poverty guidelines. YouthWorks programs serve 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 three specific tiers: Service and Project-based Learning for 14-15-year-olds, Early and Career Trajectory Experiences for 16-21-year-olds, and Career Pathway Training and Support for 18-25-year-olds. The table below outlines the service strategy for the tiers. 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

	Tier 1- Service and Project-Based Learning	Tier 2- Early and Career-Trajectory Experiences	Tier 3- Career Pathway Training and Support
	14-15-year-old participants <u>Cycle 1 Period: July – August</u> 60-130 program hours <u>Cycle 2 Period: Sept. - May</u> 40-300 program hours	16-21-year-old participants <u>Cycle 1 Period: July – August</u> 100-220 program hours <u>Cycle 2 Period: Sept. - May</u> 40-300 program hours	18-25-year-old participants <u>Cycle 1 Period: July – August</u> 120-220 program hours <u>Cycle 2 Period: Sept. - May</u> 40-320 program hours

	Tier 1- Service and Project-Based Learning	Tier 2- Early and Career-Trajectory Experiences	Tier 3- Career Pathway Training and Support
What are the key components?	<ul style="list-style-type: none"> ● <i>Signal Success: Starting off Strong</i> ● Service-learning projects coordinated with local community partners and/or supportive small group introductory work placements ● Sector aligned project-based learning intensives with additional supports for younger participants ● Mentorship and career exploration opportunities from near peers and working professionals ● Cohort-based case management ● Individual personal branding capstone focused on skills and interests ● Provide additional support(s) for younger participants to prepare them for future employment experiences ● Match participants with employment and learning opportunities that foster transferable skills ● Optional: Engage participants in Bootcamp, topic specific, learning opportunities that correlate with age and stage. 	<ul style="list-style-type: none"> ● <i>Signal Success: Building a Professional Self</i> ● Subsidized work placements ● Optional: a chance to explore career interests through a range of micro career pathway courses ● Sector aligned project-based learning intensives with targeted skill development for key transferable skills ● A combination of supervisor-based mentorship opportunities and/or collaboration and leadership development from near peers and working professionals ● Cohort-based case management ● Interview practice and Individual personal branding capstone focused on skills, interests, and assets for early employment ● Support returning participants with growth opportunities that involve increased leadership, independence, and/or stronger alignment to career interests ● Provide older participants with skills, exposure, and experience to obtain entry-level positions in high-demand fields and make informed career plans for sustainability and growth ● Optional: Engage participants in Bootcamp, topic specific, learning opportunities that correlate with age and stage. 	<ul style="list-style-type: none"> ● <i>Signal Success: Crafting a Career Path</i> ● Career pathway planning and individual case management support ● Micro career pathway courses focused on a specific career or industry ● Optional: design Micro Career Pathway comparable courses that align with WCTF adult training for participants ages 21 – 25 ● Local structured and credentialed programming ● In-person and/or virtual work placement - hybrid ● Mentorship and/ or collaboration and leadership development from near peers and professionals ● Interview practice and individual personal branding capstone focused on skills, interests, assets for early employment and career path plan ● Support returning participants with marketable skills and increased opportunity ● Optional: Engage participants in Bootcamp, topic specific, learning opportunities that correlate with age and stage.

B. SCOPE OF WORK

1. City of Somerville, “the Contractor” serve 30 youth through cycle 1 (July through August) programming The Contractor will recruit and support peer leaders among returning YouthWorks participants.
2. 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
3. A pre/post work readiness training assessment will be completed for each youth.
4. 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
5. The Contractor/community partners will maintain a folder for each YouthWorks participant documenting eligibility.
6. 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.
7. The Contractor will utilize the YouthWorks database for all relevant case management, eligibility documentation, and reporting deemed necessary by the MNWB and Commonwealth Corporation
8. The Contractor will ensure that an intern evaluation is conducted for each youth participant by the participant’s worksite supervisor.
9. The Contractor/community partners will provide oversight and supervision for the YouthWorks participants.
10. 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.

C. GENERAL PROGRAM RESPONSIBILITIES

Cycle 1 Period (July 2022 – August 2022)

Programs should be designed to provide each participant with a minimum of 60 program hours of program activity between July 1, 2022 and August 31, 2022.

D. Measuring and Documenting YouthWorks Outcomes

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 conducted wage

record match)	
Participant-level demographic information, wage/stipend, and hours of core program services	
End of program survey (paper and online versions available)	
Participant Case Study questionnaire (to be completed with a small strategic sub-set)	
Signal Success Competency-Based Portfolio	
Worksite of participant (when applicable)	
20% Vulnerable Youth Analysis Protocol ¹	
Program Connection Analysis Protocol (tracks progression to WIOA and Connecting Activities) ²	
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

1. For the duration of the program, the Contractor will collect time sheets and make stipend payments to certified enrollees of the project, up to the maximum amount designated in the budget of this contract. The Contractor must meet the 70% minimum of budget in youth wages.
2. The Contractor will report weekly enrollment data to the MNWB. Contractor must provide all data elements and ensure *Signal Success* participation for all participants, including those who may be enrolled later in the summer.

E. PROGRAM SPECIFICATIONS

E1. Eligibility of Participants

Participation in a YouthWorks employment program is limited to residents of the workforce regions who meet four eligibility requirements outlined below.

E1.1. Age Requirements

A participant is eligible to participate in the YouthWorks program if they are between the ages of 14 and 25 at least some time during the period of programming. Similarly, within the various program tiers,

¹ This protocol is intended to facilitate cross-program sharing of best practices.

² Programs are asked to share additional services, like WIOA and Connecting Activities, they connect participants to as a wraparound service. You will also be asked to indicate, to the best of your knowledge, whether a participant engaged in those opportunities.

participants should be within the range of the service population at least some time during the program service period. The Commonwealth urges program managers to take special efforts to recruit and serve older participants who are disconnected from work and education. Participants are not required to be enrolled in a secondary school to be eligible for YouthWorks employment.

E1.2. Income Requirements

In the 2022-2023 program year, a participant must have a family income for the most recent six-month period that does not exceed the annual equivalent of 200% of the Federal poverty guidelines. The 2022 federal poverty guidelines are included in the Appendices. Local program administrators may use methods of documenting family income outlined below. For youth who are still enrolled in school, local administrators can accept evidence of eligibility for free lunch or reduced lunch under the federal program. [Note: The income level necessary to qualify for a reduced lunch is 185% of poverty level.]

Participant School Enrollment Status	Income Eligibility documentation
<i>In-school youth</i>	<ul style="list-style-type: none"> For youth enrolled in public school, evidence that the school has determined a student’s eligibility for a ‘reduced price lunch,’ or “free lunch”, under the federal free or reduced-price lunch program confirms eligibility for YouthWorks If students attend a school or district that provides free lunch to all students, programs can use confirmation of the school policy to document eligibility on these cases, it is recommended that programs also use an additional method such as self-attestations.
<i>Out-of-school participants or participants for whom administrative records regarding the federal lunch program are not available</i>	<ul style="list-style-type: none"> Participant statements of household income and household size (e.g., number of children, siblings, and parents/guardians) may be used as evidence of household income to determine eligibility for participant

E1.3. Target Populations and Risk Factors

As part of an effort to strategically target high-needs participants, all programs are encouraged to direct 20% of their allocated funding to vulnerable youth. The table below indicates the vulnerable youth target for each region. YouthWorks defines vulnerable youth as participants with the following risk factors:

1. Court-involved youth - DYS-committed, on juvenile probation, gang-involved, CRS, juvenile arrest;

2. homelessness or being a runaway;
3. foster care or being close to aging out of foster care; having aged out of foster care; or those participants who local programs identify as having significantly elevated risk profiles for other reason.

For vulnerable participants who do not meet one or more of the above criteria, local program staff should consult with Commonwealth Corporation staff directly during the recruitment and enrollment process.

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

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

E1.4. Place of Residence.

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

E1.5. Participation and Completion Requirements

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

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. For example, a Tier 1 participant might benefit from a 5-week program with an average of 15 hours a week while an older participant in Tier 3 may participate across all nine (9) weeks for an average of 25 hours a week. Participants may complete up to 220 paid hours or programming. The funding allocation and participant targets are based on anticipated costs for an average participant program of 100 to 130 hours.

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 (July through August 2022) 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 5 hours can be of career readiness activities relevant to the participants' tier such as Job Skills, Boot Camps, Career Chats, Mindful Moments, 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 participants)

Participants enrolled between July 1, 2022 – May 31, 2023³

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 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. The funding allocation and participant targets are based on anticipated costs for an average participant program of 100 to 130 hours.

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 5 hours can be of career readiness activities relevant to the participants' tier such as Job Skills, Boot Camps, Career Chats, and/or materials to complement *Signal Success* curriculum.

E2. Allowable Expenditures.

Focus on Youth Wage: Across the full budget of the grant at least 60% of overall funding must be spent on youth wages, stipends and support services. Support Services 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
- 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.
- In some cases, GED or HiSET testing fees and driver's licenses/state identification may be expended with prior approval from Commonwealth Corporation

³ Participants who engage in both cycles can be counted in a region's target as two participants.

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.

Additional Guidelines:

The Contractor's 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 Contractor'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 in excess of the contracted grant amount or outside the contracted grant period
- Any expenses outside of the approved budget

E3. Financial Match Requirements.

The Contractor is assigned a private sector match target of at least 10% cash match for program expenditures. To be considered, ***match must come from private sector commitments*** – additional wages for youth – and not from other public funds that may be used to support the program.

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

E3.1 Financial Match Requirements and documentation

Ten percent match is expected, but it is not required to be cash match. The Contractor is not required to provide a cash match for program expenditures; however, the YouthWorks appropriation specifies that funds provided by the General Court shall be matched by private organizations. It is expected that the Contractor generate a private-sector match equal to 10% of their local allocation for the YouthWorks program. The match can be achieved through grants or in-kind contributions 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.

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.

E4. Youth Participant Program Reporting

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. **Contractors 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. The Contractor 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, 2023**. The final Cash Request/Invoice for the year will not be paid prior to completed database submission.

In addition to data entry, the Contractor is required to complete short narrative reports. The format for these narrative reports will be provided to the Contractor.

E4.1 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

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

Grantees must submit a **Final Report to the YouthWorks database by July 15, 2023.**

E5. Expectations for Grant Administration for 2022-23. 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;
- complete and accurate reporting of participants – All YouthWorks participants must report social security numbers for evaluation purposes. **Additionally, for a participant to be counted they must have received at least 10 program hours. These 10 hours can be any combination of work hours and *Signal Success* workshops;** and
- engage participants in Commonwealth Corporation programming including but not limited to participants engaging in, at least, one Career Chat;

- recruit and make best efforts to retain participants;
- attend statewide, regional, and local meetings;
- Support the organizing of regional site visits by Commonwealth Corporation, YouthWorks, team members;
- more complete reporting of local program leverage – the YouthWorks database asks grantees to report whether a YouthWorks participant is co-enrolled in certain other programs, including WIOA Title I youth, Connecting Activities, and others. This portion of the data record has not always been filled out. We ask grantees to take extra steps to ensure the full reporting of program leverage information. **Please note:** that final invoices will not be paid prior to completed database submission.

F. GENERAL CONTRACT 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.

G. CONTRACT MODIFICATIONS

1. The contractor must provide advance notification of any deviations from the approved budget or project's scope or objective.
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

Item	Total	Note
Cash Amount	\$66,456.00	See Attachment B
Expected match amount, 10% of cash amount	\$6,645.60	

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 Commonwealth Corporation.
3. The Contractor shall submit requests for reimbursement on a monthly basis. Requests shall be submitted **10 days** following the close of the month. The final invoice shall be submitted **no later than 10 days** following the end date of this contract.
4. MNWB reserve the right to modify the payment schedule should situations arise or changes are made by the funder that warrant such modification.
5. 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.
6. MNWB will commence the payment process upon receipt of complete and accurate invoices. Missing and/or incomplete invoices will delay the payment process.
7. Payment to the Contractor will be made within 30 days of receiving complete and accurate invoices.
8. 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

Attachment B: Summerville YWYR_SMR Budget

Attachment C: Youthwork Confidentiality Statement

Attachment D: Youthwork Poverty 2022 Guideline