



<b>Start Date of Contract</b>	4/18/2025	<b>End Date of Contract</b>	6/30/2026
<b>Start Date of Service</b>	4/18/2025	<b>End Date of Service</b>	6/30/2026
<b>Contract Number</b>	601.25-26 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>	\$83,996.21	<b>Match Funds</b>	\$8,399.62
<b>Total Contract Amount</b>	\$92,395.83	<b>Total Federal Award</b>	N/A
<b>Fixed Fee/Performance Based</b> <input type="checkbox"/>		<b>Cost Reimbursement</b> <input checked="" type="checkbox"/>	
<b>AGREEMENT BETWEEN</b>			
METRO NORTH REGIONAL EMPLOYMENT BOARD D/B/A MASSHIRE METRO NORTH WORKFORCE BOARD SPACES Davis Square 240 Elm Street Somerville, MA 02144 ("MNWB")			
<b>AND</b>			
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 4/18/2025 .			
<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>		<b>DATE</b>	

## **PART I: WORK STATEMENT**

### **A. PROGRAM SUMMARY**

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. 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 18, 2025 – June 30, 2026.

### **B. SCOPE OF WORK**

The “Contractor” agrees to serve 18 youth through Cycle 1(July 2025 through August 2025), with 7 youth in Tier 1, 10 in Tier 2, and 1 in Tier 3. For Cycle 2 (September 2025 through June 2026), Somerville agrees to serve 7 youth, with 3 youth in Tier 1, and 4 in Tier 2.

Ø The Contractor will recruit and support peer leaders among returning YouthWorks participants.

Ø 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

Ø 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.

Ø A pre/post work readiness training assessment will be completed for each youth.

Ø 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.

Ø The Contractor/community partners will maintain a folder for each YouthWorks participant documenting eligibility.

Ø 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.

- Ø The Contractor will utilize the YouthWorks database for all relevant case management, eligibility documentation, and reporting deemed necessary by the MNWB and Commonwealth Corporation
- Ø The Contractor will ensure that an intern evaluation is conducted for each youth participant by the participant's worksite supervisor.
- Ø The Contractor/community partners will provide oversight and supervision for the YouthWorks participants.
- Ø 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.
- Ø The Contractor is expected to have regular check-ins with the MNWB Sr. Manager of Youth Programs
- Ø Site visits will be conducted throughout the summer and year-round – scheduling will take place between the Manager of Youth Programs and the Contractor.

#### FINANCIAL MATCH EXPECTATION

Based on the awarded contract amount, sub-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.

It is an expectation that a private sector match equals 10% of the approved budget for the YouthWorks program is made. 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 include private-sector enterprises and private nonprofit organizations such as private hospitals, colleges, universities, and others.

*For city funded mayoral programs, city-funded programs would not be considered a match contribution.*

#### REPORTING

Partners will be required to periodically submit YouthWorks written reports to provide the Commonwealth Corporation and MNWB detailed information on:

- Ø Support needs within the Metro North region
- Ø Youth participants engagement in Youthworks relevant program activities
- Ø Impact of public investment in YouthWorks programs
- Ø Curriculum structure and overall participants data – the MNWB needs to ensure partners are meeting contractual obligations.
- Ø Sub-grantees are 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 final invoice for the year will only be paid after the database submission has been fully completed.*

### C. Youth Eligibility

Participation in a Metro North YouthWorks employment program is limited to residents of the 20 cities and towns of the Metro North region, who meet the four eligibility requirements: age, income, risk factors, and 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. Partners are asked 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 2025-2026 program year, a participant should have a family income that does not exceed the annual equivalent of 200% of the Federal poverty guidelines. The 2024 federal poverty guidelines (Attachment 1) are the most updated information 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: Income documentation is not required for youth who are documented as housing insecure, in foster care, or for youth with disabilities or special needs.**

**For all other youth, income documentation is required at the time of enrollment.**

#### • Risk Factors

Prospective participants must satisfy the risk factor prerequisite. Applicants are **required** to self-attest that they meet at least one of the specified risk factors in order to qualify for program participation:

- Member of the LGBTQ+ community
- Person of Color
- From single-income household
- Experiencing housing insecurity
- Identifying as having a disability
- involved with the justice system (e.g. DYS-committed; on juvenile probation; gang-involved; CRS; or juvenile arrest);
- actively in foster care or having aged out of foster care;
- a school stop-out;
- a child of a single parent;
- having limited fluency in English; and
- being a teen parent.

For participants who self-attest to being part of the LGBTQ+ community and/or being a person of color, no additional documentation is required beyond the completed self-attestation form. For all other risk factors, a reference document outlining acceptable forms of documentation for verifying risk factors is below:

Risk Factor Definition	Acceptable Documentation
A history of juvenile delinquency – either having the status of ‘court involved’, in the custody of DYS, on juvenile court probation, CHINS status, or gang involved	Court and police records, letter of parole, letter from probation officer or DYS caseworker or referral from community-based organization with proven capacity for servicing gang-involved youth
Poor academic performance or a school stopout	School records such as grades or MCAS results, attendance/stopout letter from school; for out-of-school youth school records dated in the prior two years could be use as well as local assessment such as the TABE
Homelessness or being a runaway	Written statement from an individual providing temporary residence, letter from shelter or EOHHS agency
Having aged out of foster care, or being close to aging out of foster care	Court documents or letter from EOHHS agency
Being the child of a single parent	Applicant statement of household size
Having a disability or special needs	School records, medical records, observable condition, or letter from social service agency
Lack of fluency in English, or being a documented immigrant	School records, teacher or Community-Based-Organization referral, or local assessment of English-language proficiency
Being a teen parent	Birth certificate, school records, referral, or letter from social services agency

#### **D. 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.

#### **E. 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 Commonwealth Corporation.
3. All payments will be made via ACH.
4. A new Contractor is required to fill out and return the MNWB Bank Account Form together with the supporting documents before the payments can be initiated. The Form is included in this contract as one of the attachments.
5. The Contractor shall submit requests for reimbursement on a monthly basis. Requests shall be submitted **7 days** following the close of the month. Any invoices submitted after the deadline will be included and processed in the subsequent month's reimbursement cycle. The final invoice shall be submitted no later than **7 days** following the end date of this contract.
6. 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.
7. MNWB will commence the payment process upon receipt of complete and accurate invoices. Missing and/or incomplete invoices will delay the payment process.
8. Payment to the Contractor will be made within 30 days of receiving complete and accurate invoices.
9. 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 02-08-24

**Attachment B:** Budget

**Attachment C:** Match Form