



**15 Cottage Avenue Suite #302  
Quincy, MA 02169**

# **Summer YouthWorks 2019**

## **Request for Pilot Program Proposals\***

**\*All awards are subject to receipt of state funding**

## Overview:

YouthWorks is a subsidized employment program designed to provide low-income teens and young adults, 14 to 21 years of age, with their first employment experiences, work-readiness training, and the skills to find and keep an unsubsidized job. Participants take part in paid short-term work placements during the summer and/or school year at public, private and nonprofit worksites. Participants also receive training in core soft skills so they can practice professional behaviors and learn how to relate to supervisors and co-workers at their worksites. All YouthWorks programs use the [Signal Success](#) curriculum to help young people learn and practice the skills that matter at work, at school, and in life.

The YouthWorks funder, the Massachusetts Executive Office of Labor and Workforce Development, through the Commonwealth Corporation, targets the cities in Massachusetts where low-income youth are especially in need of summer opportunities. These cities are part of a larger “workforce region” represented by a MassHire Workforce Development Board.

For the first time, Commonwealth Corporation is expanding the scope of their programming to include opportunities for workforce boards to offer new types of summer programs. The MassHire South Shore Workforce Board, as part of a competitive application process for the Summer 2019 YouthWorks program, is seeking proposals to implement pilot programs in two key categories while serving youth who reside in Plymouth, Randolph or Quincy. These categories are **Industry-Focused Career Pathway Programming** and **Work and Service Learning Programming for 14-15 year olds**. Programs must begin no earlier than June 1, 2019 and end no later than August 23, 2019. Please see Attachment One for potential funding amounts.

Applicants must complete the Program Narrative and submit a detailed Budget Form, both of which can be seen here and downloaded at our website: <http://www.masshiresouthshorewb.com/>. **Complete applications are due on Tuesday, March 12, 2019 by 5pm.**

Questions regarding this request for proposals will be answered until Friday, February 28<sup>th</sup> at Noon and all questions and answers will be posted on our website <http://www.masshiresouthshorewb.com/> on Monday, March 1.

Complete proposals and questions should be emailed to Lynne Courtney, Director of Youth Services: [lcourtney@masshiresouthshorewb.com](mailto:lcourtney@masshiresouthshorewb.com)

## **Category One**

### **Industry-Focused Career Pathway Programming**

Applicants will implement a summer career pathway component designed for a small cohort of ten to twenty-five youth participants with the goal of providing programming to increase exploration, awareness, and/or skill building relevant to a particular industry or occupation. Possible career pathway programming includes, but is not limited to:

- Occupational training models with relevant industry certifications
- Job placements focused on a particular industry and supported by additional career awareness and exploration activities
- Work based learning and skills training linked to pre-apprenticeship certification
- Structured mentoring paired with work based learning projects or work experiences
- Early career pipeline programming for older participants coordinated with specific employer partnerships
- Advancement from an entry-level previous placement to a next-step position as indicated by additional responsibilities, further trainings and more codified mentorship

#### **Required program elements include:**

- Demonstrating an ability to provide the relevant expertise, support, equipment and related resources for the programming
  - For example, if the applicants choose to support a technical skill-building program focused on coding, applicants would need to provide a qualified instructor and sufficient numbers of computers and software to run a cohort of participants. Similarly, if the program includes mentoring, the applicant must demonstrate a capacity to recruit, train and support appropriate mentors either directly or in partnership
- Integrating 15 hours *Signal Success* work readiness workshops into the program model
- Alignment to priority industries identified in our regional blueprint [http://www.massshiresouthshorewb.com/wp-content/uploads/BristolWIBBlueprint\\_WEBFINAL.pdf](http://www.massshiresouthshorewb.com/wp-content/uploads/BristolWIBBlueprint_WEBFINAL.pdf) is preferred
- Developing clear and measurable learning outcomes for the project and relevant assessments\* to measure and record these outcomes
- Budgets for this proposal must include a youth wage of \$12 per hour for program participation

## **Category Two**

### **Work and Service Learning Programming for 14-15 year olds**

Applicants will design and implement a cohort model for ten to thirty-two younger youth (14-15 year olds) in which participants will gain foundational work skills through a substantial and well-structured service learning and/ or project based learning experience. The goal of this programming is to foster relevant work skills and career awareness in order to prepare younger participants for more career-pathway oriented opportunities in future seasons of YouthWorks.

#### **Required program elements include:**

- Identifying a substantial project (between 60 to 100 work/service hours) and appropriate staff to administer and structure the project and learning environment.
- Developing clear and measurable learning outcomes for the project and relevant assessments\* to measure and record these outcomes
- Structuring the participant compensation/ incentives through the use of stipend payment(s)
- Integrating 15 hours of *Signal Success* work readiness workshops into the program model
- A stipend for each youth for participation in the program

As an example, participants could create video or audio podcasts discussing the importance of recycling and waste reduction in their community. They could then post the podcasts for the wider community to learn from and hold an event to share about their learning.

\*Applicants may request access to the Massachusetts Work Based Learning Plan to use as part of the assessment piece. A brief overview can be found here:

[http://skillslibrary.com/wbl/MassWBL\\_One\\_Page\\_Introduction.pdf](http://skillslibrary.com/wbl/MassWBL_One_Page_Introduction.pdf)

## **Participant Eligibility**

A youth is eligible to participate in the YouthWorks program if he/she is between the ages of 14 and 21 at least some time during the program and is a resident of Plymouth, Randolph or Quincy.

In the summer of 2019, a participating youth 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 household income for federal poverty for the year 2019 is outlined in Attachment Two. 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.]

As part of an effort to strategically target high-needs youth, **all programs are required to direct 20% of their allocated funding to vulnerable youth**, which the YouthWorks program defines as young people 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 or having aged out of foster care

For youth served with the remaining 80% of local allocated funding, YouthWorks **recommends but does not require** youth to 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
5. being a teen parent.

## **Program Narrative**

Note: Complete a full narrative and budget for each of the pilots that you are applying for.

### 1. Program Overview – 10 Points

- a. Indicate which of the pilots you are proposing.
- b. Describe your program goals (Describe the choices you have made including what youth you are prioritizing and general goals).
- c. Describe any program partners and their proposed roles in the program design.

### 2. Background and Statement of Need – 10 Points

- a. What is the program model and how was it developed? What experience does your program and/ or partners have with implementing this kind of programming or a similar one?
- b. How and why would this pilot support a critical need in your region?

### 3. Program Design (Implementation) – 30 Points

- a. Provide a description of the approach and format of the programming. What are the major performance goals of the program and how will they be assessed? Please include a complete list and description of key program activities and the staffing structures and partnerships that will support them.
- b. Provide a brief description of the format for delivery of the 15-hour Signal Success work-readiness component. What is the format for the work readiness component (e.g., weekly workshop, week-long training session, etc.)? Who will deliver the workshops? Where will the workshops take place?
- c. Provide a program staffing plan that lists roles and responsibilities for each person working in the YouthWorks program.

### 4. Target Population – 10 Points

- a. Describe your strategy for youth outreach/selection. Include a clear description of intended recruitment strategies.

### 5. Budget and Budget Narrative – 20 Points

- a. Please refer to the Potential Funding Table Found in Attachment One
- b. Complete the project budget template and budget narrative.

## 6. Program Summary and Timeline – 20 Points

Please fill in the chart below in as much detail as possible.

- a. Anticipated start date(s) and end dates (include multiple dates if you have more than one cohort group):
- b. Anticipated key program element dates (including Signal Success where applicable):
- c. Timeline (please fill out the chart below describing all major project-related activities):

<b>Activity</b>	<b>Lead</b>	<b>Start Date</b>	<b>End Date</b>	<b>Desired Outcome/Product</b>	<b>How will Success be Measured?</b>

## Attachment One

### Potential Funding Table

<b><u>Total Funding Proposal Maximum</u></b>	<b><u>Category One-</u></b> Implementation of industry-focused career pathway opportunities*	<b><u>Category Two-</u></b> Cohort-based work and service learning models for 14-15 year olds**
\$16,000	N/A	10 to 15
\$24,000	N/A	15 to 25
\$32,000	10 to 12	20 to 32
\$40,000	13 to 15	N/A
\$48,000	16 to 18	N/A
\$56,000	19 to 21	N/A
\$64,000	22 to 25	N/A

\*Budgets for this proposal must include a youth wage of \$12 per hour for meeting time.

\*\*Budgets for this proposal must include a stipend to be paid to youth participants.

## Attachment Two

### 2019 Poverty Guidelines for the 48 Contiguous United States

Family Size	Annual Income		Monthly Income	
	Poverty Level	200% Poverty Level	Poverty Level	200% Poverty Level
1	\$12,490	\$24,980	\$1,041	\$2,082
2	\$16,910	\$33,820	\$1,409	\$2,818
3	\$21,330	\$42,660	\$1,778	\$3,555
4	\$25,750	\$51,500	\$2,146	\$4,292
5	\$30,170	\$60,340	\$2,514	\$5,028
6	\$34,590	\$69,180	\$2,883	\$5,765
7	\$39,010	\$78,020	\$3,251	\$6,502
8	\$43,430	\$86,860	\$3,619	\$7,238
Each additional family member:	\$4,420	\$8,840	\$368	\$737

**Note:** Poverty guidelines are updated periodically in the *Federal Register* by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. § 9902(2). The guidelines for 2019 went into effect as of January 11, 2019.