Questions and Answers for Summer YouthWorks Summer 2019 Request for Pilot Program Proposals

Signal Success Curriculum

Will we have the opportunity to request and integrate the Construction Signal Success Curriculum?

Programs are required to include 15 hours of Signal Success training for all participants. There are various versions available, and with technical assistance from Commonwealth Corporation we can help select the best version to use in the proposed program. Curriculum materials will be available in April.

Will we receive training for our instructors for the Signal Success Curriculum? If yes, location, dates and duration of training. Training in the delivery of the curriculum, led by Commonwealth Corporation, is required of all persons that facilitate curriculum delivery. Dates are TBD, with a variety of dates and locations in Massachusetts during April and May. Anticipate one full day training and one or two shorter (2-3 hour) meetings as well.

What materials are needed for the curriculum that will need to be budgeted in? There are some low cost items (straws, cups, string, etc.) that will be needed for activities which should come to an average of $35.00. The student curriculum (145 pages) needs to be printed and placed in binders. A facilitator manual and resources will also need printing (400-500 pages). General office supplies might be needed. The rest would be dependent on the model of the program.

Partnerships

Are Memorandum of Agreements requested for all industry and school partners to be submitted with the proposal? We did not include a mandate that MOA's be in hand at time of submission, largely because the turn-around time on this process is so quick. Having said this, showing some indication that partner relations are clear and strong is a good idea and will be viewed favorably.

Financial

When will the grants be awarded?
While we do not have an exact date, we expect to hear back from the funder regarding our proposals sometime at the beginning of April.

When will funding be administered? Contracts allow for charges against this grant beginning on April 1, 2019 and we must wrap up and record all expenses by September 30, 2019 or at a later deadline, which (at their discretion) might be extended by the funder.

What is the process for administrating the youth wage? Will applicants be expected to manage the payment process or will MassHire and all required tax related forms? If applicant is expected to manage this process, can you detail the requirements that will be need to be supported - frequency, tax withholding, etc.

Applicants may propose to put youth participants on payroll elsewhere or may propose that youth participants be included on the summer YouthWorks payroll managed by our office, in which case program payroll amounts would be delivered to our office weekly and distributed via direct deposit to youth participants every other week. Applicants are required to obtain all of the payroll related items from youth participants as part of the enrollment process.

What does the fringe benefit cover? This depends on the employer of record for payroll. Youth on our payroll, for example, have only one fringe item which is the Medicare tax, of which our portion is 1.45%. Accordingly we budget for that 1.45% of pay for each youth as fringe.

What are the requirements for lunch and/or break times? Are they compensated hours? Can we extend the day to 9 hours? Programs must follow Massachusetts labor laws which can be found here: https://www.mass.gov/service-details/massachusetts-laws-regulating-minors-work-hours

Program

What level of detail is requested for each programming day? At this point we do not require a detailed daily plan. Give us as much as you are able in an outline.

Can more than one program be submitted for consideration? Yes. We will review multiple submissions.

Would a gender specific program be considered? We will consider a gender specific program and would expect to see reasoning for this model in the proposal.

Do you have a preferred minimum number of students per program? We do not have a preference but would expect the proposed budget to reflect the number of participants. See Funding Table in Attachment One.

Are there any other considerations that will need to be addressed if chosen to host a program? Such as student transportation, student special needs, participant record keeping, attendance monitoring, translators? There are a host of variables that need to be taken into account, and would vary based on the nature of the proposal. For example, one proposal might need to include transportation, and another might not due to geographic location. All programs must account for tracking attendance and submitting and overseeing the participant payroll. If there are participants that require accommodations to participate in programming we will address them together if proposal is funded.

Staffing

What information will best demonstrate relevant expertise/experience of applicant to offer program? Resumes, references, prior programs managed. Each of these items will be considered evidential pieces of a whole picture of the applicant's ability to successfully implement the proposed program. They are not weighted individually.