

# YouthWORKS

**2009 Summer Jobs for Youth Placed at Risk**

## **Program Specifications & Application Package**

Issued on behalf of:

Governor Deval Patrick

and

Suzanne M. Bump  
Secretary, Labor and Workforce Development

**March 20, 2009**



## **YouthWorks 2009 – Summer Jobs for Youth Placed at Risk**

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# YouthWORKS

**Note: This is an application package, NOT a Request for Proposals for a competitive grant. If your community or region decides not to apply for funds that have been allocated to it for this program, unused funds may be reallocated to other eligible locations.**

## New Guidelines for Summer of 2009

Communities and sub-contractors should take note of the following changes in YouthWorks for programs to be operated in the summer of 2009:

1. **Income eligibility change for summer 2009:** This summer, as part of a one-time eligibility modification, young people will be eligible to participate in the YouthWorks program if their family income for the most recent six-month period does not exceed the annual equivalent of **200% of the federal poverty guidelines**. This one-time change will help optimize the number of young people eligible for subsidized summer employment given the fact that the American Recovery and Reinvestment Act (ARRA) summer jobs program targets youth and young adults (ages 14 to 24) who are eligible for WIA programs, which are based on eligibility at 100% of poverty.
2. **Program ends on August 28, 2009.** The YouthWorks appropriation requires the summer employment period to end on August 28, 2009. We anticipate, **but cannot guarantee**, that program funds committed in the FY10 state budget will be available to support youth employment during the fall of 2009, and those resources could be effective in continuing employment for some of your summer youth into the fall. However, for purposes of grant management and closeout, YouthWorks 2009 funds end on August 28, 2009.
3. **Commonwealth's program priorities for 2009.** The Commonwealth continues to support significant program flexibility, allowing partner communities to manage a local YouthWorks program that meets local needs. We note that the increased line item funding for YouthWorks comes with increased visibility of the program and increased expectations for its impacts. This year, the Commonwealth is asking each YouthWorks community to **select from two of four program priorities for 2009** that will guide local YouthWorks programming this summer and into future years. Please consider the following priorities:
  - A. **Working with state custody youth – DYS and DCF youth.** The YouthWorks appropriation funds 'program[s] targeted at reducing juvenile delinquency in high risk areas of the Commonwealth.' We expect local communities to partner with community and

neighborhood re-entry centers (for youth who are in custody of the Massachusetts Department of Youth Services) and the local juvenile court offices (for youth who are on probation or are ‘court-involved’) to recruit and serve youth who are at the highest risk. In addition, youth who are in a foster placement under the protection of the Department of Children and Families represent a prime cohort to support with subsidized employment. YouthWorks grantees could consider enhanced partnerships with agencies and organizations that serve state custody youth, using YouthWorks program funds for supported employment that is a part of a larger service plan.

- B. **Working with out-of-school youth.** The majority of YouthWorks summer employment opportunities provided has historically been provided to in-school youth. Statewide, an average of 90% of YouthWorks summer placements are offered to youth who are in school. While we are committed to helping in-school youth experience the world of work, out-of-school youth in the targeted YouthWorks cities have a pressing need to further their career options and develop the interpersonal, occupational, and life skills necessary to hold jobs and launch careers.
- C. **Private Sector Partners.** In the past two years, approximately 5 percent of YouthWorks total placements involved private sector employers. The Commonwealth encourages YouthWorks communities to continue developing relationships with private sector employers, and to expand the number of private sector jobs that are part of the overall YouthWorks program.
- D. **Expanded Work-Based Learning.** The Commonwealth encourages local communities to seek the highest level of leverage and program coordination by ensuring that YouthWorks expenditures are connected with other state and federal youth programs, especially those that include a formal learning component. We recommend that every YouthWorks participant can access summer jobs that are structured using the Massachusetts Work-Based Learning Plan (MWBLP).

YouthWorks grantees should consider strategies for working with employers, including public sector and non-profit sector employers that have provided the bulk of YouthWorks placement in the past, to use the MWBLP to help ensure that summer employment leads to the development of key workplace skills. The purposeful integration of summer employment with work/learning, mentoring, wrap-around and support services can expand a summer experience into longer-term year-round programs and enhance the likelihood of a positive impact on participating youth.

We strongly encourage coordination with the Connecting Activities program -- Connecting Activities funds pay for staff to recruit employers; prepare and place students in brokered work-based learning opportunities; and structure those experiences through the use of Massachusetts Work-Based Learning Plan. Information about Connecting Activities is available at <http://www.doe.mass.edu/connect> and information about the MWBLP is available at <http://www.skillslibrary.com/wbl.htm>.

## A. General Instructions

The specifications in this planning package cover one budget appropriation, in the Commonwealth's FY2009 budget (Line Item No. 7002-0012), which has been designated the YouthWorks – Supported Employment for Youth program. Funds must be administered during the summer of 2009 to support a summer jobs program for youth placed at risk. Project expenses related to employer recruitment, a local sub-granting process, or other activities are authorized to begin as of the date a contract is signed. Wages earned by eligible youth in summer jobs must be earned and paid for during the summer of 2009. *Because of language in this line item, communities may **not** use unexpended funds to continue employing summer youth into the fall.*

[**Note:** At this time, we anticipate that the Commonwealth's FY10 budget will include an appropriation capable of supporting youth employment during fall of 2009 and spring of 2010. Communities can plan to administer funds during the fall and winter of 2009-2010, but **cannot commit funds from its YouthWorks allocation for summer of 2009** for that purpose. We will release a year-round program application for youth employment into the fall as soon as the funding mechanism is finalized.]

All program expenditures must be completed before August 28, 2009. A maximum of five (5) percent of a local allocation may be used for local administrative costs.

This application package is being provided to all communities that are eligible to receive funds, even though not all communities may actually seek funds. The application is due by 5:00 p.m. on April 24<sup>th</sup>.

Questions, comments, applications, and reports should be sent to the attention of:

**Anne Berrigan**  
**Youth Pathways Division**  
Commonwealth Corporation  
The Schrafft Center,  
529 Main Street, Suite 110  
Boston, MA 02129  
**E-mail:** [aberrigan@commcorp.org](mailto:aberrigan@commcorp.org)  
**Phone:** 617-727-8158 X2327

## **A1. Eligibility for Funds.**

Funds have been targeted to the cities in Massachusetts that have the greatest incidence of juvenile detention and adjudication, where low-income youth are especially in need of ensuring access to summer job opportunities. These cities are part of a larger “workforce investment region” represented by a Workforce Investment Board. The cities eligible for funding are:

| <b>Workforce Board</b>  | <b>Cities</b>                  |
|-------------------------|--------------------------------|
| Berkshire WIB           | Pittsfield                     |
| Boston PIC              | Boston                         |
| Bristol WIB             | Fall River, Taunton            |
| Brockton WIB            | Brockton                       |
| Central Mass WIB        | Worcester                      |
| Greater Lowell WIB      | Lowell                         |
| Greater New Bedford WIB | New Bedford                    |
| Hampden County WIB      | Chicopee, Springfield, Holyoke |
| Merrimack Valley WIB    | Lawrence, Haverhill            |
| Metro North WIB         | Cambridge, Chelsea, Malden     |
| Metro South/West WIB    | Framingham                     |
| North Central WIB       | Fitchburg, Leominster, Gardner |
| North Shore WIB         | Lynn, Salem                    |
| South Coastal WIB       | Quincy, Randolph, Weymouth     |

## **A.2. Designation of Lead Entity**

Program eligibility is limited to the cities and their regions identified above. Applications to design and manage local YouthWorks programs must be submitted on a cooperative basis between the targeted city(ies) and the local Workforce Investment Board where those cities are located. Each partner in the local region brings additional resources, employer connections and programmatic supports to the table that should be used to leverage the YouthWorks summer jobs program.

The application must identify one grant fiscal agent. The YouthWorks summer jobs program may be managed by *either* a target city or by the local workforce board, depending upon local capacity and program goals – but **only one manager per region is permitted**. For regions with multiple cities, it is important to consider a program design and implementation that reduces administration and maximizes the number of youth served. Aspects such as a central program manager, joint outreach with employers across targeted cities, and the location of program staff are important considerations. It is expected that the targeted cities and the local workforce boards will work together to design the most cost effective program to meet the needs of local youth.

The YouthWorks application should identify the method(s) that will be used to recruit employers, recruit youth, and match youth with available summer jobs. The Commonwealth presumes that great weight will be given to using organizations that have a strong history of arranging summer

employment. A YouthWorks program may be operated directly by a city, a workforce board, a one-stop career center or other organization, or may involve the award of subgrants to one or more cities, organizations or other entities that would be expected to (a) directly employ eligible youth; or (b) serve as intermediaries and brokers to recruit employers and youth. Applicants may identify specific organizations that will serve as subgrantees, or indicate that such determinations will be made before the program begins.

Program funding allocations appear in **Attachment One**.

### **A3. Application Process and Deadlines.**

- Localities must submit an application in order to receive program funds.
- All applications must be received at the Commonwealth Corporation before 5:00 p.m., Friday, April 24th, 2009.
- If a community's application is for an amount less than the allocation target listed in Attachment One, the portion of funds not requested may be re-allocated to other eligible communities.
- Your application should be brief – no more than five pages in length – and should provide information as listed in Section B. Applications must be submitted by the office that will serve as the overall program manager.
- Localities that do not submit a timely application will not be considered for funding.
- Applications submitted that do not describe activities within the scope of services included in this document will not be eligible for funding.

**One original and 3 copies** of the application must be submitted along with a cover sheet signed by an authorized signatory for the applicant organization, all affected mayors (or appropriate town official), and by the Local Workforce Investment Board Chair. Applications and should be sent by 5:00 p.m. April 24, 2009 to:

**Anne Berrigan**  
Youth Pathways Division  
Commonwealth Corporation  
The Schrafft Center,  
529 Main Street, Suite 110  
Boston, MA 02129

### **A4. Required Application Contents**

- a. Cover Sheet.** Use the cover sheet (attached) that provides summary program and contact

information.

**b. Program Narrative.** Applications should briefly (*i.e.*, maximum of five double-spaced pages) describe:

1. the objectives of the proposed program;
2. which two of the four priorities described in this application on pages 1-2 the applicant has selected for program emphasis; When describing the priorities your region has selected related to increasing the number of state-custody youth, out-of-school youth, and/or private-sector partners, please indicate a baseline benchmark and an anticipated target— *e.g.*, “For the past two years, state-custody youth represented an average of 3% of all participants in our city. This summer, we plan on increasing the percentage of state-custody youth participating in YouthWorks to 6 percent.”
3. the total number of youth who will receive employment (include average number of hours youth will work);
4. the kinds of jobs and services that will be offered;
5. how the program will be operated – *i.e.*, the identity of the organization(s) who will bear the primary responsibility for recruiting youth and employers, strategies for recruiting both in-school-youth and out-of-school youth. Please provide detail on the responsibilities of each partnering organization including youth supervision and supplemental activities. Applications should note how the summer jobs program will be managed in order to promote the greatest degree of coordination with other youth programs and services.
6. how the locality will generate the required private sector wage match;

**c. Budget Information.** Use the Grant Budget form (attached) to describe projected line item program costs. Applications must identify funds committed by private sector employers to match YouthWorks funds to the level required in Attachment One. The match shown in your budget is subject to monitoring and review by Commonwealth Corporation.

## **B. Specifications**

**B1. Program Objectives.** The objective of the YouthWorks program is to create summer employment in targeted cities for young residents who are at risk of disengaging from school and of not connecting to the labor market. To the extent possible, such employment should last for the full summer period.

**B2. Eligibility of Youth to Participate.** In general, participation in a YouthWorks employment program is limited to residents of the workforce regions who meet four eligibility requirements – age, income level, risk factor, and geographic residence.

**B2.1. Age Requirements.** 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 period of employment. This is the same age cohort served in prior state-funded summer jobs programs. Historically, a significant majority of participating youth was 14 – 15 years old, and most were still enrolled in high school. The Commonwealth urges program managers to take special efforts to recruit and serve older youth

who are disconnected from work and education. A youth is not required to be enrolled in a secondary school in order to be eligible for YouthWorks employment.

**B2.2. Income Requirements.** In the summer of 2009, 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 2009-2010 and household income for 2009 YouthWorks program are outlined in Attachment Two.* Local program administrators may use appropriate methods of documenting family income. 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.]

**B2.3. Risk Factors.** Priority should be given to a youth who demonstrates at least one additional risk factor beyond family income level. For purposes of this program, such risk factors are defined as:

1. a history of juvenile delinquency – either having the status of ‘court involved’, in the custody of DYS, or on juvenile court probation;
2. poor academic performance or a school dropout;
3. homelessness or being a runaway;
4. having aged out of foster care, or being close to aging out of foster care;
5. being the child of a single working parent;
6. having a disability or special needs;
7. lack of fluency in English, or being a foreign immigrant; or
8. being a teen parent.

**B2.4. Place of Residence.** In general, a participating youth must reside in the city that is eligible to receive a YouthWorks grant. However, the Commonwealth encourages communities not to turn away otherwise eligible youth simply because of geographic residence. Grantees are permitted to spend up to 10% of grant funds for employment of eligible youth who do not reside in one of the targeted twenty-five cities.

**B3. Program Activities.** The primary component of a YouthWorks program is subsidized or partially subsidized employment at private, public or nonprofit agencies, departments and authorities. The Commonwealth’s preference is that each participant be employed for at least thirty (30) hours per week for a maximum of twelve weeks between June 8, 2009, and ending as late as August 28, 2009, depending upon the needs of the youth. The employment must fulfill the following conditions:

1. Participants who are still enrolled in secondary school may be employed for no more than fifteen (15) hours per week for any employment that occurs while school is still in session.
2. Such school-year employment must be **in addition to** employment during the summer, as described above, when participants should be employed for at least thirty (30) hours per week.

3. Hourly wages must be no less than the Massachusetts minimum wage of \$8.00.

Outreach and recruitment activities should be designed to identify and enroll youth from high impact neighborhoods. We encourage local communities to partner with community and neighborhood re-entry centers (for youth who are in custody of the Massachusetts Department of Youth Services) and the local juvenile court offices (for youth who are on probation or are ‘court-involved’) in order to expand efforts to recruit and serve youth who are placed at the highest risk as well as those youth who are intended to be served by the YouthWorks appropriation.

Grantees are encouraged to issue sub-grants to a network of organizations that are capable of employing or securing employment for qualified youth. These include such entities as community-based organizations, public agencies, qualified faith-based organizations, One-Stop Career Centers, Workforce Investment Boards, non-profit youth serving organizations (including those who may be providing services to local youth under the WIA Title I Youth program), or others.

Grantees shall ensure that youth placed in job sites receive adequate supervision and may hire and assign staff as worksite supervisors. Grantees must ensure that such staff receive adequate instruction on worksite safety issues and applicable child labor laws. The Commonwealth encourages grantees to consult with local School-to-Work partnerships, entities that are engaged in providing Connecting Activities, or agencies that are managing youth summer jobs programs funded by the Workforce Investment Act to coordinate local strategies in preparing youth to participate in meaningful employment opportunities. Grantees are strongly encouraged to use the Massachusetts Work-Based Learning Plan, available at <http://www.skillslibrary.com/wbl.htm>, in cases where a summer work experience will be used as a learning opportunity for youth.

**B3.1. Supplemental Services.** Grantees may also provide the following services to youth in conjunction with subsidized employment:

- Educational services, including English for Speakers of Other Languages (ESOL), may be offered to any or all youth in combination with subsidized employment. The hours spent receiving such services are counted as part of the 30-hour work week. Educational activities offered should be:
  - designed with the concurrence of target city’s school superintendent;
  - structured so that youth who participate in them receive hourly stipends for the instructional portion of their work week which equal the hourly rate they are paid while working at the job site; and
  - offered for enough hours each week to achieve a measurable improvement in participants’ academic skills over the course of the program.
- Employment and career counseling, and career awareness activities may be offered, but only as an adjunct to work and training, and cannot be provided to any youth as a sole service. The Commonwealth has a preference that these activities be funded with other program resources in order to permit the maximum use of YouthWorks funds for wage support.

**B3.2. Program and Resource Connections.** Grantees should consider recruiting youth for participation in YouthWorks who are connected through other youth-serving programs. The

Commonwealth anticipates that applicant communities, in developing a local YouthWorks design, will give strong consideration to:

- **WIA Title I Youth services including federal ARRA resources (i.e., the Stimulus Act).** The WIA youth program provides a wide variety of services, including summer jobs, for eligible low-income youth. YouthWorks youth are not required to be enrolled in WIA. However, YouthWorks grantees may find significant value in supplementing the state summer jobs program with additional ‘wrap-around’ services funded by WIA. In addition, the availability of YouthWorks funds should be considered by local workforce boards and their youth councils when balancing the distribution of WIA funds across a wider region – for example, a LWIB may decide that less WIA funds need to be invested in WIA summer jobs within a target city because of the access to state YouthWorks resources. Information about the WIA Youth Program can be obtained at [www.commcorp.org/wia/wia-about.html](http://www.commcorp.org/wia/wia-about.html).
- **WIA Title I Adult services.** WIA adult programs at the One Stop Career Centers may provide excellent supplemental services to youth employed under a YouthWorks grant. Local grantees may encourage youth who are at least 18 years of age to be enrolled as a One Stop member and provided with one-stop services to complement a YouthWorks summer job. Information about the WIA Adult Program can be obtained at [www.massworkforce.org/WorkforcePrograms/DCSProgramService/DCS/WiaTitle1/Index.htm](http://www.massworkforce.org/WorkforcePrograms/DCSProgramService/DCS/WiaTitle1/Index.htm).
- **DYS Bridging the Opportunity Gap (BOG) and vocational program grants.** BOG and vocational grant funds are used to provide direct services that meet the career readiness, pre-employment and employment needs of youth in the custody of DYS. Grant activities will develop or strengthen collaborations and partnerships between existing agencies and organizations that have expertise with youth job readiness and youth training and/or employment and have a proven track record of working successfully with youth in DYS custody. A summer job in 2009 through YouthWorks is an ideal add-on service for many youth who are participating in the current BOG program during the spring of 2009. For more information about these grants, see <http://www.commcorp.org/dys/opportunity-grants.html>.
- **Reach Higher—Pathways to Success by 21 (P-21).** Local teams have developed strategic plans focus services and resources on the most disconnected youth – those who are unemployed and who have dropped out of school. YouthWorks grantees are strongly encouraged to coordinate outreach and enrollment efforts to ensure summer jobs are available to youth who are members of a designated local P-21 priority population, especially those youth who have been supported with a P-21 program grant. In addition, local P-21 partners that manage or provide other youth programs and services may be able to direct additional services to youth who are employed in YouthWorks jobs. Information about P-21 can be obtained at <http://www.commcorp.org/p21/index.html>.
- **Communities and Schools for Success (CS<sup>2</sup>).** Local teams in Brockton, Fitchburg, New Bedford and Springfield have developed strategies and program connections for

reducing the dropout rate and preparing young people for college and careers in today's knowledge and innovation economy. More information about Communities and Schools for success can be found at <http://www.commcorp.org/cs2/index.html>.

- **Connecting Activities.** Grant support from the Massachusetts Department of Education provides Connecting Activities funds that pay for staff to recruit employers; prepare and place students in brokered work-based learning opportunities; and structure those experiences through the use of Massachusetts Work-Based Learning Plan. Information about Connecting Activities resources and local contacts can be obtained at <http://www.doe.mass.edu/stc/connect/>.

**B4. Allowable Expenditures.** Not less than 70% of the total funds provided under this program must be spent on wages and stipends paid to eligible youth. A maximum of 30% of the total funds provided under this program 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 summer 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 the Commonwealth Corporation.
- Instructional materials, forms, applications, and outreach brochures.
- Not more than 5% of the funds may be used for local activities related to management, oversight, reporting and record keeping, and monitoring of this program.

**B5. Financial Match Requirements.** Grantees must provide at least 20% cash match for 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 minimum level of required match is shown in the allocation table in Attachment One. A discussion of match must be included in the application, must be documented along with other program information, and is subject to review by Commonwealth Corporation. *Failure to provide sufficient local private sector match may result in disallowed costs for the 2009 program, and may be considered by the Commonwealth as a factor in establishing allocation levels for next year's YouthWorks program.*

**B6. Period of Performance.** The contracts for programs that include the summer of 2009 will be issued with a period of performance of May 1, 2009, through August 28, 2009. Expenditures charged to the grant must be for program activity and services rendered during this period. All such contracted funds must be expended by August 28, 2009. Funds unexpended after that date will revert to the Commonwealth.

## **C. Grant Administration and Reporting Requirements**

**C1. Publicity.** The Commonwealth receives a great number of requests for publicity, particularly about youth programs. In order to respond to these requests, and to insure that we have the most current information, program managers are asked to submit copies of any publicity

regarding youth programs – newspaper stories, newsletter articles, etc. – to the Commonwealth Corporation.

**C2. Identification of Key Local Program Contact.** A local application *must* identify a specific individual who will be responsible for managing grant activities and also provide a telephone number and e-mail address where that manager can be contacted. This individual or office will also serve as the point of reference for any referrals made through the toll free employer hot line or through the Commonwealth’s YouthWorks website.

**C3. Youth Participant Database.** Grantees are required to report individual YouthWorks participant record data 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. Like last year, grantees have a choice of either (a) using the free on-line YouthWorks reporting database; (b) submitting an Excel or Access file (using comma separated values) that contains all required data fields by individual participant; or (c) producing an Excel output file through the Connecting Activities database managed on behalf of the Department of Elementary and Secondary Education by The Skills Library. All final record data must be submitted prior to October 15, 2009. Final invoices will not be paid prior to completed database submission.

**C4. Fiscal Reports and Cash Requests.** Grantees may request a cash reimbursement under an executed contract by submitting a Commonwealth Corporation Fiscal Status Report (FSR) form. A request form will be issued to the grantee’s fiscal agent electronically. Cash requests will be accepted weekly, bi-weekly, or monthly. Operators are required to maintain, and make available for review by Commonwealth Corporation staff upon request, documentation and accounting procedures for expenditures that reconcile to the information submitted in cash request forms and fiscal reports. All cash requests and fiscal reports must be signed by an authorized signatory. Cash requests may be submitted by fax, but grantee *must* follow by mailing a hard copy containing an original signature. Cash will be disbursed electronically to designated fiscal agents.

This summer (2009), Commonwealth Corporation has developed a new Cash Request Form for use by grantees in submitting requests for reimbursement under the grant contract. This new Form asks each grantee to identify - for each Cash Request - the amount of funds requested in the invoice that supports program activity taking place in FY09 (through June 30, 2009) and the amount of funds requested in the invoice supporting program activity taking place during FY10 (July 1, 2009, or after). The reason for this new procedure is related to ensuring accuracy in determining the economic value of the organization - both Commonwealth Corporation and local grantees - at the close of FY09. Program staff for each grantee should work closely with their fiscal office to ensure accurate program reporting is reflected in each Cash Request submission. The new Form can be obtained from Dawn Wakelin at [DWakelin@commcorp.org](mailto:DWakelin@commcorp.org).

**C5. Final Budget Expenditure Report.** Grantees must file a final Commonwealth Corporation Financial Status Report before October 15, 2009. This form serves as a final budget expenditure report.

**C6. Narrative Final Report.** Grantees must submit a brief Final Report (one page) on program highlights including progress achieved in priority areas. The Final Report will be due October 30, 2009 (Final Report Form will be provided to all grantees).

**C7. Expectations for Improved Grant Administration for 2009.** YouthWorks has expanded into an on-going year-round program funded with increased state appropriations. The Commonwealth Corporation urges all YouthWorks grantees to improve local grant administration and reporting activities for the summer component in order that we maintain and document regular and accurate program implementation of YouthWorks funds in future budget years. Specifically, Commonwealth Corporation seeks the following from all grantees:

- regular submission of cash requests during the program;
- timely contract closeout at the end of the summer – submission of final invoices and documentation of employer match as soon as practicable after the program has ended;
- accurate reporting of employer match – match must be from private sector employers only, and must include a signed statement from a responsible person who is connected with the employer of the amount of youth wages or other contribution that is being used as match;
- more complete reporting of youth participation – grantees that provide youth/participant data using proprietary information systems must provide a data report that reports substantially the same data that would be reported through the YouthWorks database.
- 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 WIA 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.

We recognize that improving these administrative steps may require grantees to work more intensively with local program sub-grantees. We encourage greater communication and stronger oversight from the beginning of the application period so that grantees and their subcontractors are able to respond with administrative improvements.

# YouthWORKS

## Attachment One • 2009 YouthWorks -- Summer Jobs for Youth Placed at Risk Target Areas and Resource Levels

| LWIA             | Eligible Cities                | Summer 2009 Allocation | Program Funds | Maximum 5% Admin | Minimum Private Sector Match Required | Minimum # Youth Jobs in Summer |
|------------------|--------------------------------|------------------------|---------------|------------------|---------------------------------------|--------------------------------|
| Berkshire        | Pittsfield                     | \$86,709               | \$82,374      | \$4,335          | \$17,342                              | 45                             |
| Boston           | Boston                         | \$2,536,500            | \$2,409,675   | \$126,825        | \$507,300                             | 1,321                          |
| Bristol          | Fall River, Taunton            | \$307,817              | \$292,426     | \$15,391         | \$61,563                              | 160                            |
| Brockton         | Brockton                       | \$222,347              | \$211,229     | \$11,117         | \$44,469                              | 115                            |
| New Bedford      | New Bedford                    | \$281,185              | \$267,126     | \$14,059         | \$56,237                              | 146                            |
| Hampden County   | Springfield, Holyoke, Chicopee | \$904,871              | \$859,628     | \$45,244         | \$180,974                             | 471                            |
| Lower Merrimack  | Lawrence, Haverhill            | \$397,004              | \$377,153     | \$19,850         | \$79,401                              | 206                            |
| Metro North      | Cambridge, Chelsea, Malden     | \$340,643              | \$323,611     | \$17,032         | \$68,129                              | 177                            |
| Metro South/West | Framingham                     | \$77,419               | \$73,548      | \$3,871          | \$15,484                              | 40                             |
| North Central    | Leominster, Fitchburg, Gardner | \$187,663              | \$178,280     | \$9,383          | \$37,533                              | 97                             |
| North Shore      | Lynn, Salem                    | \$281,185              | \$267,126     | \$14,059         | \$56,237                              | 146                            |
| Lowell           | Lowell                         | \$307,198              | \$291,838     | \$15,360         | \$61,440                              | 159                            |
| South Coastal    | Randolph, Weymouth, Quincy     | \$115,819              | \$110,028     | \$5,791          | \$23,164                              | 60                             |
| Worcester        | Worcester                      | \$628,641              | \$597,209     | \$31,432         | \$125,728                             | 327                            |

# YouthWORKS

## YouthWorks 2009 -- Summer Jobs for Youth Placed at Risk Application and Notification Cover Sheet

City / Workforce Area: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Authorized Signatures:

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Local Workforce Board Chair

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Fiscal Administrator

\_\_\_\_\_  
Printed Name

# YouthWORKS

## YouthWorks 2009 – Summer Jobs for Youth Placed at Risk Grant Budget

City / Workforce Area: \_\_\_\_\_

\_\_\_\_\_  
Program Contact

\_\_\_\_\_  
Telephone Number

|                               |
|-------------------------------|
| <b>YouthWorks<br/>Program</b> |
|-------------------------------|

**Enrollee Expenditures**

Wages & stipends to youth

FICA/Workers Comp insurance

***Subtotal – Enrollee Expenditures:***

|  |
|--|
|  |
|  |
|  |

**Staff Costs (Salaries and Fringe)**

Job Development Staff

Other Staff

***Subtotal Staff Expenditures:***

|  |
|--|
|  |
|  |
|  |

**Direct Costs**

Total of rent; materials & supplies; travel  
and transportation; other direct costs

**Administrative Cost (maximum of 5%)**

|  |
|--|
|  |
|  |

**Total Grant Cost**

|  |
|--|
|  |
|--|

\_\_\_\_\_  
Signature of Fiscal Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Signatory

\_\_\_\_\_  
Title