

**MASSHIRE-NORTH SHORE WORKFORCE BOARD &
ESSEX COUNTY COMMUNITY FOUNDATION**



**SUMMER EMPLOYMENT PROGRAM
FOR YOUTH**

2020



**NORTH SHORE
WORKFORCE BOARD**



REQUEST FOR PROPOSALS

What is F1rstJOBS?

The F1rstJobs initiative promotes summer employment for North Shore youth ages 14 to 21. F1rstjobs is not only a summer job placement program, but a workforce development program. The program includes oversight and assistance from MassHire North Shore Youth Career Center (NSYCC), The MassHire-North Shore Workforce Board (NSWB), and the worksite. F1rstjobs operates through a three-pronged approach. First, local businesses are encouraged to hire youth directly within their companies. Second, local businesses, philanthropies and individuals are asked to contribute to the F1rstjobs Fund at the Essex County Community Foundation so that youth can be hired by local public and non-profit agencies. Finally, various state and federal resources are added to F1rstJobs based on yearly allocations.

Public and Non-Profit Agencies that are interested in hiring youth for summer work may receive funding for wages paid to the youth. It is important to note that jobs developed/funded through F1rstJobs will be filled by the NSYCC staff who will screen & prepare eligible participants for interviews and refer youth to appropriate jobs.

Youth must take part in a series of job readiness workshops to prepare them to enter the workforce and to successfully maintain a job. It is important that any organizations participating in F1rstjobs are cooperative with this process, including allowing the youth time to attend these workshops. A schedule of workshops will be provided to the worksite prior to the start of the summer. The YCC will assist worksites in the development of the required MA Work Based Learning Plan (WBLP) which is a pre & post assessment tool to evaluate youth performance on the job. The YCC will also assist, if requested by the worksite, with job performance issues related to the youth.

Organizations applying for F1rstJobs funds must agree to the terms of this program in order to be eligible for funds.

F1rstJOBS APPLICATION GUIDELINES

WHO IS ELIGIBLE TO APPLY

Public agencies of local or state government and non-profit organizations interested in providing quality summer employment opportunities for North Shore youth are eligible to apply. Non-profit organizations must be recognized as tax exempt under section 501 (c) (3) of the Internal Revenue Code. Organizations with a pending application for 501 (c) (3) status, and new or informal groups with a qualified fiscal sponsor, are also considered.

In the case of an applying agency using a fiscal sponsor, the private non - profit agency serving as the fiscal agent must have been determined to be tax - exempt under section 501 (c) (3) of the Internal Revenue Code. Documentation of this determination should be attached to the proposal as well as a letter from the Executive Director/President of the sponsoring organization indicating their commitment to serve as fiscal sponsor.

ACCREDITATION and CERTIFICATION

Day camp programs applying for a grant should meet Department of Public Health licensing requirements. Residential camps should meet American Camping Association (ACA) accreditation standards. Documentation of licensing or accreditation should be attached to the proposal.

GEOGRAPHY

FIRSTJOBS is intended for summer employment opportunities serving youth from the North Shore area. **This program maintains priority for funding for youth who are low income or have a current IEP and reside in Lynn, Salem and Peabody.** The North Shore area is defined as 19 cities and towns including:

Beverly	Danvers
Essex	Ipswich
Gloucester	Hamilton
Lynn	Lynnfield
Manchester By the Sea	Marblehead

Middleton	Nahant
Peabody	Rockport
Salem	Saugus
Swampscott	Topsfield
Wenham	

NONSECTARIAN PROGRAMMING

F1rstJobs grant funding is limited to non-sectarian programs and positions. Programs or positions sponsored by religious organizations are eligible, provided enrollment is open to individuals of all religious and ethnic backgrounds and the program or position responsibilities are free of mandatory religious instruction, worship, or other sectarian activities.

ORGANIZATIONAL MANAGEMENT

The management staff overseeing the summer positions should have considerable supervisory and administrative experience, and there should be involvement of the sponsoring agency's Executive Director and Board of Directors in the planning and monitoring of the summer positions and any associated program(s). The agencies should be fiscally sound, with a balanced budget, and able to fulfill the commitments outlined in the grant proposal.

An orientation should be provided by the hiring agency for all youth. This should include organizational philosophy, the needs of the clients served, and the responsibilities of the position. Agencies need to be prepared to provide the special screening, supervision, and training sometimes required for youth employees.

FUNDING PRIORITIES AND OBJECTIVES

Grant funded positions are for youth, 14 to 21 years of age. (Note that positions can be for a designated segment of the above age range with an appropriate explanation.)

Organizations applying for F1rstJobs funding must pay all youth working under this grant the new MA **State minimum wage of \$12.75 per hour.** (Please note new wage as of 1/2020).

Although there are exemptions to this wage, youth working under this program are not considered exempt and **must be paid the MA minimum wage.** Payroll registers must indicate that the correct wage is paid to all youth.

These positions require youth to work 20 hours per week during the summer, after July 1, 2020 and ending by August 28, 2020. Youth are expected to work 125-160 hours total. The NSWB will not authorize or reimburse for youth paid in stipends.

Placements will be within organizations that have the capacity to provide a healthful environment for youth during the summer months. The following objectives established by the F1RSTJOBS Steering Committee describe the desired impact of funds.

OBJECTIVE #1:

To provide well-supervised first time employment opportunities for 14 to 21 year olds, paying minimum wage for approximately 20 hours per week for 125 to 160 hours.

OBJECTIVE #2:

To provide employment opportunities which encourage youth to learn leadership and other related qualifications that will prepare them for successful adult work life.

OBJECTIVE #3:

To allow youth to learn about careers and develop a sense of their future career development.

OBJECTIVE #4:

To gain maximum impact of philanthropic donations and state funding for summer jobs.

PROPOSAL REVIEW CRITERIA:

F1rstJobs will determine award amounts based upon funds available this spring. Applicants should base their requests on an honest assessment of their supervisory capability and organizational/program needs. The F1rstJobs Steering Committee looks for proposals that fall within the F1rst Jobs Priorities and Objectives, and meet the needs of North Shore area youth. When reviewing the proposals, our staff considers the information about the job descriptions and the organization as a whole. Overall, we are looking for:

- A. Proposals should be complete and written with clarity.
- B. Positions that meet a documented need, are dedicated to the safety, education and enrichment of youth as well as the organization, are well planned and provide appropriate supervision, and meet the F1RSTJOBS objectives outlined above.
- C. Organizations that have the capacity to support the proposed positions, exhibit the organizational management characteristics outlined above, including a sound financial plan, and fiscal oversight.
- D. Organizations that have the ability and/or prior experience in submitting required documents, including time sheets and invoices, in a timely manner.

FUNDING REQUIREMENTS:

Funding for F1rstJobs is received from several grant sources that may include specific eligibility components. This includes state and federal funding as well as funding from private businesses or foundations.

It is important to note that a significant portion of our funding comes from the State of MA “Youth Works” grant. This grant requires specific eligibility documentation that **MUST** be completed prior to youth beginning work. The NSYCC staff will complete this process, but will require assistance from agency staff to complete in a timely manner. If your agency wishes to

refer youth for a specific start date, the youth MUST complete the application and eligibility process by **Tuesday, May 19th, 2020**. Organizations applying for funding should have interested youth complete the FirstJobs application during the spring and not wait until the organization has been awarded funds. This allows for the youth to complete the eligibility process and be ready to work once awards are announced. Should the sending organization not be awarded, the youth will still have the opportunity to apply for positions within the program at other organizations. The goal of this program is to provide increased opportunity for youth to obtain employment, and they must have a completed application in order to be considered. No hiring decisions, however, should be made until official award announcements. Wages for youth who begin working prior to completion of eligibility will NOT be reimbursed.

YouthWorks funding covers eligible youth from Lynn, Peabody and Salem with an allowance for 10% of youth who live in other cities on the North Shore. Therefore, the majority of sites will receive Youth Works funds. As such, these organizations are required to hire youth who have completed the eligibility process with the NSYCC by Tuesday, May 19th, 2020.

As part of the awards process, we require payments to non-profits be made on a cost reimbursement basis- youth will be on the payroll of the host organization and the NSWB will reimburse for wages and fringe paid. No other costs, such as supervisory staff, membership fees, payroll company fees etc. will be reimbursed. This process will require invoices be submitted to the North Shore WB for payment at least monthly. As this process requires the cooperation of the agency fiscal staff, we now require that the fiscal staff sign off on this proposal and provide their contact information. Award letters will be sent in June.

FORMAT AND INFORMATION REQUIREMENTS FOR PROPOSALS:

A FirstJobs proposal consists of a cover sheet, checklist, a concise narrative (no more than 2 pages), the position(s)/program budget, job descriptions and attachments. Use the following outline as a guide:

- Cover Sheet – use form that follows, Addendum A
- Narrative: Proposal Rationale, Organization Description, Position narrative and if applicable to the position(s) a Program Description.
- Proposal Budget** - use form that follows, Addendum B
- Job Description(s) – use form that follows, Addendum C. If more than one position is available, please complete separate Job Descriptions for each job title.
- Attachments: 501c3 letter, license or accreditation, fiscal sponsor documents
- Position Narrative should include:
 - a. How will youth be supervised
 - b. What hours will the youth be working during the day
 - c. What responsibility will the youth have during the day
 - d. How will the organization deal with problems (the Youth Career Center to be involved in all employment issues)
 - e. How will the youth be evaluated at the end of his/her employment

To ensure timely review of applications, applicants should not include additional information/documentation such as staff resumes, letters of support, etc. unless specifically requested by the NSWB.

**Proposal budgets should include wages paid to youth, minimum wage payments for 125-160 hours. Applicants should propose positions that they can fill noting that they will receive financial support ONLY for the wages paid to the youth. F1rstjobs does not support wages of adult supervisors or overhead costs, and the program cannot reimburse wages over \$12.75/hr or over 160 total hours. Agencies wishing to hire youth at a higher wage or for more hours may do so, with the understanding that the difference must be paid by the agency and not by F1rstjobs.

F1RSTJOBS GRANTEES

Requirements:

- The NSYCC and/or NSWB staff will work with your agency staff and will visit each worksite at least once over the course of the summer.
- Our team will assist in the completion of the MA Work Based Learning Plan for youth employees.
- Youth hired under this program must adhere to guidelines of career readiness workshop participation. Workshops will be provided by our staff at our location or the worksite. Worksite supervisors are expected to assist with coordination of these workshops. Youth may be paid for these workshop hours.
- If an agency is aware of youth seeking summer positions the agency must refer those youth to the NSYCC to complete the application process and REQUIRED job readiness workshops. ALL youth must complete the application process by Tuesday, May 19th, 2020 or they will not be eligible for hire through F1rstjobs.
- Youth with little or no job experience will have priority for job placement.
- Agencies should not hire a youth or promise employment under F1rstjobs to youth who have not completed the full application process.
- Hours worked prior to youth eligibility completion, or after August 28, 2020, will not be reimbursed.
- **New for 2020*** The program is looking to create additional career exploration for youth, above their typical summer jobs. Organizations are asked to create an opportunity, (approximately 1 hour) for youth to learn about additional staff within your organization, their job responsibilities, their career path, etc. This could be a job shadow, panel discussion of staff or one speaker to meet with students about jobs/occupations within your organizations. For example, youth working as camp counselors could meet with the CEO, Fiscal office staff, or IT staff to learn more about their roles. This could be part of the orientation process, lunch time discussion, etc.

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TIME SHEETS:

The Agency must keep complete and accurate time sheets for all youth, to be signed weekly by the youth AND supervisor. The YCC will provide the time sheet that must be used. Unsigned time sheets will not be accepted. Time sheets are to be submitted weekly to the NSYCC office unless other arrangements have been made in writing.

Time Sheets should be submitted to:

North Shore Youth Career Center
117 Franklin Street
Lynn, MA 01902

INVOICING:

The NSWB requires all agencies submit invoices at least once a month. The invoice package must include the following documents:

1. Summary Sheet – showing employee name, hours worked and fringe for the period. – This excel template will be provided by the North Shore WB (after awards are announced)
2. Time sheets – which agrees to the summary spreadsheet *Note: Time sheets must be included in invoice package to verify the wages paid. This is in addition to the time sheets sent to the NSYCC, which is to track total hours worked and manage overall youth programming.*
3. Payroll register – which agrees to the summary spreadsheet

Invoice Due dates:

- July Invoice – Due Friday, August 7, 2020
- August Invoice – Due Friday September 4, 2020

Invoices should be sent to:

Jules Metcalf
70 Washington Street
Salem, MA 01970
[jmetcalf@ masshire-northshorewb.com](mailto:jmetcalf@masshire-northshorewb.com)
(978) 741-3805 (phone)
(978) 741-3809 (fax)

FINAL INVOICES:

Final invoice must be submitted no later than Friday, September 4, 2020. The NSWB reserves the right to withhold payment to organizations that do not comply with the application and invoicing process.

SUBMITTING PROPOSALS

Process and timetable for Submission and Review

Proposals will be accepted on a rolling basis from April 1 through May 1, with no proposals accepted after **12:00pm on Friday, May 1, 2020.**

Proposals should be submitted in paper and electronic format. Two printed copies of the proposal including the cover sheet, narrative, proposal budget, job descriptions and required attachments should be in the signed and sealed packet sent to and registered by the NSWB.

Electronic submissions should include the cover page, narrative, job descriptions and proposal budget and can be sent as attachments to an email message, as Word, Excel or PDF documents. Be sure to include the name of your organization in the names of these electronic files.

Kari Heen

MassHire-North Shore Workforce Board

70 Washington Street, Suite 314

Salem, MA 01970

Email to: kheen@masshire-northshorewb.com

Subject “F1rstjobs Application”

A Bidders Conference will be held:

Tuesday, March 17, 2020

2:30 pm

70 Washington Street

First Floor Conference Room

Salem, MA 01970

The Bidder’s Conference is not mandatory, though it offers an opportunity for questions and clarification on the proposal or the program in general. Attendance is optional, though strongly encouraged for new applicants.

Questions:

Contact Katie Crowder via email only katie@masshire-northshorewb.com

Please do not call with inquiries on this RFP.

New applicants or returning applicants with new staff are strongly encouraged to attend the Bidder’s Conference rather than submit questions via email.

All approved worksites will be **REQUIRED** to attend a program orientation in June where the award letter and grant requirements will be discussed. The organization representative(s) at the orientation should be familiar with the program and fiscal aspects of their proposal.

FIRSTJOBS– SECTION I- COVER SHEET

Please note that there are changes to the proposal for 2020. All items listed in the checklist MUST be included and complete in order for us to consider the application. Incomplete applications will be returned and will not be considered until the information is complete.

- **ORGANIZATION NAME & ADDRESS** -Include contact information for the chief executive officer.

- **Amount Requested: (Number of youth x number of hours/youth x \$12.75/hr) + fringe if applicable:** _____

Please check to acknowledge:

- Organization understands and agrees that all applicants must complete the F1rstjobs and/or Youth Works application process and program requirements (which includes the eligibility process, job readiness workshops, site visits, and Work Based Learning Plan) as part of this funding agreement. Wages for youth who begin working prior to completion of eligibility will NOT be reimbursed.
- This application includes the contact information for both program and fiscal office staff.
- Our fiscal office agrees to send invoices in July and August, with a final invoice no later than September 4^h 2020. Invoices not received by that date are subject to nonpayment.
- Organization will send completed, signed time sheets on a weekly basis.
- Organization agrees to pay all youth working under this program the State of MA minimum wage of \$12.75 per hour.
- Organization agrees that all youth working under this program will be hired in accordance with the MA Labor Laws and all youth will be treated as employees of the agency for the duration of the program.

Agency Representatives:

Executive Director

Date

Fiscal Director

Date

FIRSTJOBS APPLICATION – SECTION II- ORGANIZATION INFORMATION

Organization Name:

Communities Served:

Tax Status:

Nonprofit 501(c) 3 – **Attach IRS determination letter**

Public agency

If neither, name of qualified fiscal sponsor. Attach their IRS determination letter and a letter confirming the fiscal sponsor arrangement.

Organization Description:

Provide a brief history of the organization and its accomplishments and if applicable an organizational chart and resumes of staff associated with the targeted program.

To ensure timely review of applications, applicants should not include additional information/documentation such as staff resumes, letters of support, etc. unless specifically requested by the NSWB.

Organization Contacts:

Program Staff:

Provide the name(s), contact information and job title of the person who will be coordinating the summer youth hiring efforts, as well as the name(s) and title of the person supervising the youth.

Name	Title	Email	Phone

If necessary, please explain the responsibilities of the staff listed above in relation to the summer youth.

Fiscal Staff:

Provide the name(s), contact information and job title of the person who will be coordinating the time sheets, payroll and other fiscal office documentation.

Name	Title	Email	Phone

If necessary, please explain the responsibilities of the staff listed above in relation to the summer youth.

FIRSTJOBS APPLICATION – SECTION II- POSITION INFORMATION

Position Summary (please limit to 1 paragraph)- Brief description of the position(s) for which support is requested. More information, such as hours and age range for youth, will be included in the Attachments. Please complete all forms in full.

Position Site Address (es):

Program Description:

Provide a brief description of the program the youth will be working in and its accomplishments as well as the names and contact information of staff associated with the targeted program. If the work is not project-based but involves providing general support to your organization, provide a brief description of what this would entail.

Position(s) Narrative:

Describe in detail the how you will provide quality summer employment opportunities for North Shore youth. The description should address:

- a. How will the youth(s) be supervised?
- b. What hours will the youth be working during the day?
- c. What responsibilities will the youth(s) have during the day?
- d. How will the organization deal with problems? (I.e. Will the youth be referred back to the Career Center?)
- e. How will the youth be evaluated? Will the agency work with the Youth Career Center to complete the MA Work Based Learning Plan?
- f. Minimum Age requirement/rationale: Is there a minimum age required by law, or by organization requirements? Would organization consider hiring younger youth?

***New for 2020* is there an opportunity for youth staff to meet with additional staff within your organization to learn about their occupation and career path? Describe.**

FIRSTJOBS APPLICATION – SECTION III- JOB DESCRIPTION

Agency Name:		Agency Contact:	
Address:		Phone:	
		Email:	
		Fax:	
		Website:	
Agency Description:			
Position Title:			
Minimum Age:		Rate Per Hour:	\$ 12.75
Position Location:		Start-End Date:	
Number of openings:		Hours Per Week:	
Job Description:			
Job Qualifications:			
<p>Agency Referral Preferences: (Career Center staff will refer youth job applicants based on agency preference.) Please check contact preference.</p> <p><input type="checkbox"/> Call to set up youth job interview Contact Information: _____</p> <p><input type="checkbox"/> Email Youth Application Contact Information: _____</p>			

FIRSTJOBS APPLICATION – SECTION IV- BUDGET

Budget Narrative: Provide a narrative for the costs proposed

Wages: Number of hours per week and number of weeks proposed should correspond with the length of program operation. Please note that although youth may work more than 20 hours per week (provided they meet the MA minimum age requirements) the WB will reimburse a **maximum** of 160 hours total.

Fringe Benefits – Fully explain each component of your fringe benefit package.

BUDGET

	Position/Title(s) for employees (complete a separate line for each position)	Hourly Rate	Total Hrs. Per Week	# Weeks Charged	Total Cost
1		12.75			
2					
3					
4					
5					
6					

Total Salaries: _____

A. Fringe Benefits:

Payments other than salaries and wages for youth staff. All applying agencies should ensure that youth are covered by workers compensation and any other required benefits. Youth Works employees need not pay in to Unemployment Insurance. Firstjobs will reimburse FICA/Medicare at a rate of 7.65% and applicable Worker's Compensation costs accrued for youth workers. Firstjobs does not reimburse for membership costs, payroll fees, or other elective costs.

Fringe Benefit	% Benefit is of Salaries	Total Cost
FICA	7.65	
Worker's Compensation		

Total Benefits_____

GRAND TOTAL REQUESTED (A+B)

\$ _____