

# MassHousing

## Housing Stability Department Summer Youth Employment Program

*Information Session*

*April 10, 2024*

*1p.m. -2p.m.*

# Agenda



Welcome & Introductions



Proposal Guidelines



Proposal Forms



Schedule



Q&A

# Introductions

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Housing Stability Department

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Gloria Brand, Housing Stability Specialist, Impact Initiatives

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Kara Pillsbury Johnson- Senior Strategy and Program Manager, Housing Stability

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Libby Hayes- Director of Housing Stability



# Summer Youth Employment General Information

Total amount of \$450,000 is available for the Summer Youth Employment.

The maximum award per contractor under this RFP will be \$75,000.

Funds will be allowed for the period July-1, 2024 September 13, 2024.



# Proposal Qualifications

Organizations should have experience in all Massachusetts labor laws related to employment of minors and abide by all pertinent laws through the duration of the contract period.

A criminal record and sex offender record check is required for all staff, consultants and volunteers who supervise and/or perform services to the youth participants.

Organizations must have a clear plan on recruiting youth from MassHousing developments. For a list of MassHousing sites/developments visit –  
[www.masshousing.com/renters/housing-list](http://www.masshousing.com/renters/housing-list)

# Program Requirements

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- Contractors will provide employment for young residents in MassHousing developments. Programs may include leadership development, mentorship, financial education, banking, and or other innovative programming
- Contractors will recruit, onboard, train, invoice, and report to MassHousing.
- As a cost-reimbursement contract, contractors will pay the salaries of youth jobs prior to receiving monetary disbursement from MassHousing.
- Contractors must maintain youth employment records to support the 80% MassHousing building residential requirement in the event MassHousing requests to review such records.

# Invoice and Reporting Requirements



Invoices and backup information must be submitted on or before **Monday, October 30, 2024.**



Selected organizations will also submit a final report on or before **Monday, October 30, 2024.** The final report will include an overview of summer programming, final count of participants, demographic data collected, program outcomes and will include pertinent information as required by MassHousing.

# Proposal Guidelines

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## Target Population

Aged 14 through 21,

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Permitted to work and have valid work documents

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Have parental or guardian permission if under 18 years of age, and

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*At least 80% of participants must reside in a MassHousing financed developments and PBCA sites.*



# MassHousing Sites/Developments

To confirm MassHousing developments, please review the *MassHousing Rental Housing List*:

<https://masshousing.com/renters/housing-list>



HOUSING LIST

August 17, 2023

Massachusetts Housing Finance Agency



Disclaimer: The materials and information contained in this presentation are for general information purposes only. While the information is presented in good faith, MassHousing reserves the right to make changes and updates as deemed necessary.

# Proposal Narrative

Submit a written response for sections A-N

Each section should be clearly labeled.

Must be completed in the order detailed in RFP.



# Budget Guidelines

- **RATE:** minimum wage is \$15/ hour with up to \$17/hour for employees under 18 years old and up to \$20/hour for employees 18-21 years old.
- **FICA & WORKERS COMP:** may request up to 15%
- **ADMINISTRATIVE SUPPORT:** may request up to 12%

# Additional Forms

- a. MassHousing 2024 Summer Youth Employment Proposal Check List Form.
- b. MassHousing 2024 Summer Youth Employment Proposal Cover Page Form
- c. Budget Form
- d. Most recent audited financial statement.
- e. Certificates of Insurance. Provide evidence of insurance coverage in the types and amounts stated in the Contractor Insurance Requirements. If the applicant's present coverage less than the required amount, evidence must be provided as to the applicant's ability to obtain full coverage prior to contract execution.
- f. W-9 Form. Submit a completed FORM W-9, (Massachusetts Substitute W-9 Form) Rev. April 2022. [Form W9 request for taxpayer identification and certification \(mass.gov\)](#)



# Proposal Forms

- The 3 forms are required for submission as part of the “additional required forms.”
- They are located on the MassHousing RFP page: [masshousing/rfp](https://www.masshousing.com/rfp)

**MassHousing**  
2024 Summer Youth Employment Proposal Check List Form

Organization Name: \_\_\_\_\_

Please check the box next to each item that is to be included in this package and submit in the order listed.

1. Proposal
2. Proposal Check List Form
3. Proposal Cover Page Form
4. Proposal Narrative
5. Budget Form (Proposed fees and hourly billing rate)
6. Certificate of Insurance
7. Most Recent Audited Financial Statement
8. W-9 Form

**2024 Summer Youth Employment Proposal Cover Page Form**

All submissions to the 2024 Summer Youth Employment RFP must certify below to the veracity of the materials contained in the applicant's proposal and complete the checklist in assembling a proposal package.

Organization name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Web address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company EIN (W-9#) \_\_\_\_\_ Name: \_\_\_\_\_

Does your organization have a certification in any of the following diverse business categories? Minority (MBE)-owned, Women (WBE)-owned, Veteran (VBE)-owned, Lesbian, Gay, Bi-Sexual, or Transgender (LGBT)-owned, or Disability (DBE)-owned. yes no

If yes, please designate which certification(s): \_\_\_\_\_ Expiration: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

The undersigned certifies that all statements and information provided to MassHousing related to the proposal package submitted herewith are true and correct. The signatory must be authorized by the organization submitting the proposal.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Signatory: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

**2024 Summer Youth Employment Proposal**  
Budget Page Form

Number of Jobs	Rate	Hours/Week	Number of Weeks	Total
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
			<b>SUB-TOTAL</b>	\$
			<b>FICA &amp; WORKERS COMP</b>	\$
			<b>ADMINISTRATIVE SUPPORT</b>	\$
			<b>TOTAL</b>	\$

• RATE: minimum wage is \$15/ hour with up to \$17/hour for employees under 18 years old and up to \$20/hour for employees 18-21 years old.

• FICA & WORKERS COMP: may request up to 15%

• ADMINISTRATIVE SUPPORT: may request up to 12%

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# Schedule

<u>Date</u>	<u>Task</u>
• March 25, 2024	Distribute RFP
• May 3, 2024	RFP Response Deadline
• May 4 - May 28, 2024	RFP Evaluation
• June 4 - June 11, 2024	Complete Follow-up and Reference Calls, as needed.
• June 20, 2024	Final Selection

# Q&A



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