

Office of Massachusetts Attorney General Maura Healey



Request for Proposal (RFP)

**Summer Youth Jobs
Grant Program
Summer 2015**

Release Date: May 4, 2015

Response Due Date: May 28, 2015

Project Start Date: July 6, 2015

Project End Date: August 28, 2015

Grantor: Office of Massachusetts Attorney General Maura Healey
Address: One Ashburton Place, Boston, MA 02108
Contact Person: Morgan Callahan
Email: AGOgrants@state.ma.us

Background and Overview

Utilizing \$300,000 in recovered funds by the Massachusetts Attorney General's Office (AGO) from a judgment against the pharmaceutical company Johnson & Johnson, and through a settlement with the pharmaceutical manufacturer, GlaxoSmithKline, the AGO is pleased to announce the Summer Youth Jobs grant opportunity.

Summer Youth Jobs is designed to benefit youth from low socio-economic status (SES) communities by providing opportunities for employment, health, and wellness. This grant will fund an estimated 200 summer youth jobs at Massachusetts municipalities, public school districts, and non-profit organizations. Jobs eligible for Summer Youth Jobs funding are those where youth will provide, or participate in, health and wellness activities. Promoting health and wellness while increasing youth employment opportunity will therefore address several challenges faced by youth in low SES communities.

Lack of physical activity

Studies show that obesity levels among children continue to rise; a major contributing factor to this trend is a lack of physical activity. The average child in North America watches about 35 hours of television a week, which is an increase of 2.2 hours per week since 2009 and a 12% increase over the last nine years.¹ The Summer Youth Jobs grant will fund youth jobs that provide health and wellness benefits.

Lack of youth employment opportunities

The current economic crisis in both the public and private sectors has led to a severe decrease in the number of jobs available for youth. In 2000, the teen employment rate stood at 45%. By 2014, that percentage had a 15% drop to a 30% teen employment rate in the past decade and a half.^{2 3} Summer Youth Jobs will fund summer jobs for an estimated 200 youth in Massachusetts.

¹ Rothman, Lily. "FYI, Parents: Your Kids Watch A Full-Time Job's Worth of TV Each Week." 20 Nov. 2013: *TIME*. Web. 30 Apr. 2015. <<http://entertainment.time.com/2013/11/20/fyi-parents-your-kids-watch-a-full-time-jobs-worth-of-tv-each-week/>>.

² Youth Employment Rate. United States Department of Labor. Web. 30 Apr. 2015. <<http://www.dol.gov/odep/categories/youth/youthemployment.htm>>.

³ Coy, Peter. "For Job-Hunting Teenagers, the Market Is Brutal." 14 Mar. 2014: *Bloomberg Business*. Web. 30 Apr. 2015. <<http://www.bloomberg.com/bw/articles/2014-03-14/how-to-fix-the-shockingly-high-teen-unemployment-rate>>.

Correlation between health and socio-economic status

Numerous health and wellness factors are strongly related to income levels. Body Mass Indices (BMIs) are correlated to wage earnings and adolescents from lower-income homes are more likely to be overweight or obese than those from higher income families.⁴ Summer Youth Jobs is designed to directly benefit youth in low socio-economic status (SES) communities by providing jobs, and to promote increased physical activity for the employed youth and the populations they will serve.

Eligibility

Eligible grant applicants

The following types of organizations are eligible to apply.

- Municipalities;
- Public School Districts; and
- Non-Profit organizations within Massachusetts which serve low-income and/or at-risk youth, and offer physical fitness/wellness activities as part of their current programming.

Non-profit organizations must be in full compliance with all annual reporting requirements of both the AGO and the Internal Revenue Service, as applicable, in order to be eligible for funding.

Please note that as part of the application process, the applicant will supply information specific to the economic need and the percent of school-aged children who are overweight or obese in their community.

Applicants may only select one city or town for youth jobs and may submit only one grant application.

Eligible youth jobs

Applicants from the aforementioned types of organizations may apply to fund jobs for youth who participate in, or provide health and wellness activities. Types of activities include, but are not limited to:

- Healthy Diet and Eating, Nutrition, Gardening;
- Fitness, Sports, Physical Activity;
- Violence Prevention, Anti-Bullying; and
- Stress Management, Healthy Emotional Coping Skills.

⁴ Venator, Joanna, and Richard Reeves. *Weight and Social Mobility: Taking the Long View on Childhood Obesity*. 2015. Brookings. Web. 30 Apr. 2015. <<http://www.brookings.edu/blogs/social-mobility-memos/posts/2015/01/08-childhood-obesity-social-mobility-reeves>>.

Some examples

- Working as a coach, team leader, or mentor for a pre-existing activity for youth of documented low socio-economic status (SES);
- Assisting with a sports or physical fitness program designed for youth of documented low SES;
- Working as a teacher or teacher's assistant for an exercise or physical fitness class (outside of regular school programming) for youth of documented low SES and/or senior citizens; and/or
- Participating in community gardening efforts to grow fresh produce for food banks.

Eligible youth

Applicants may request to employ any number of youth at their discretion (while adhering to all applicable Massachusetts wage and hour laws). For the purposes of this grant, "youth" is considered a person age 21 and younger.

Funding

Amount

The maximum an applicant organization may request is \$19,800.

The AGO anticipates disbursing up to a total of \$300,000. Grant awards will be issued to multiple applicants, in varying amounts and applicant budgets may not necessarily be funded in their entirety. Organizations must pay youth a minimum wage of \$9 per hour and may request up to 10% of their budget for administrative support. For some examples of budgets, please see **Appendix A**.

Duration

July 6, 2015 - August 28, 2015.

Grant awards are available to fund youth employment with the earliest start date of July 6, and the latest end date of August 28. A shorter duration for youth employment *is* allowable during this time frame.

Cash Flow

Grantees must have sufficient funds on hand prior to the grant disbursement.

Organizations must be able to pay the salaries of youth jobs funded by this grant award prior to receiving the monetary disbursement from the Massachusetts Attorney General's Office.

Disbursements are expected to be sent to organizations by Electronic Funds Transfer between July 6, 2015 and August 28, 2015.

Evaluation

All funding decisions and amounts of funding will be made at the sole discretion of the AGO. Applicants may receive no funding or less funding than requested. Some of the criteria utilized in the selection process include:

- Ability of applicants to employ youth from low socio-economic status (SES) families;
- Applicant's previous experience hiring youth workers;
- Applicant's plan to engage youth in health, wellness, fitness activities;
- Applicant's ability to hire youth within the grant timeframe; and
- Geographic diversity of applicants (intention is to provide resources across the state).

Submission Instructions

- Proposals must be delivered electronically through the AGO's online grant application by 4:00 p.m. on **Thursday, May 28, 2015**.
- Applications received after the deadline will not be reviewed.
- There will be no applications accepted in any other format.
- Interested applicants may access the application here: www.mass.gov/ago/grants.
- New applicants will be asked to create a free online account. Any applicant that has applied for any grant using the online grant management system may log into its existing account.
- Once applicants have started an application, it may be saved and returned to later.
- Confirmation of Receipt: Applicants typically receive an email confirmation within 24 business hours; if one is not received please call 617-963-2024 or 617-963-2217 for further instructions and assistance.

Questions

Questions regarding this RFP may be submitted to AGOgrants@state.ma.us by email **only** until 4:00 p.m. on **May 27, 2015**. When submitting your question(s), please include "Summer Youth Jobs" in your email subject line. Questions received and answers provided regarding this RFP will be posted on the AGO's website here: www.mass.gov/ago/grants.

Reasonable Accommodation

Applicants with disabilities who seek reasonable accommodation, which may include the receipt of the RFP information in an alternative format, must communicate such requests in writing to AGOgrants@state.ma.us no later than **May 21, 2015**.

Expectations and Requirements for Successful Applicants

- Awards are contingent upon organization satisfactorily completing all necessary documents (see below) by the deadlines established during the contract period.
- Any changes to a grant program or budget, at any time during the grant period, must be requested in writing by grantees and must be approved, in advance, by the AGO.

- Grantees will be informed of all reporting requirements including completion of a satisfactory financial and programmatic summary at the conclusion of the grant (Final Report) by the deadline established and in a format to be provided by the AGO.
- At the end of the grant period, any unexpended grant funds must be returned

Required Commonwealth Contract Documents for Successful Grantees:

These documents are listed for informational purposes and should not be submitted with the grant application. Successful grantees will be required to complete these documents within the deadline established at the time of the notification of grant award.

- Standard Contract Form and Instructions
- Commonwealth Terms and Conditions
- Contractor Authorized Signatory Listing
- Request for Taxpayer Identification Number and Certification (W-9)
- Electronic Funds Transfer Sign Up Form
- Notice of Grant Award

Public Records

All responses and information submitted in response to this call for applications are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10, and to M.G.L. c. 4, § 7, cl. 26. Applicants should not submit personal patient medical information. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

Updates to this RFP

Any changes/corrections to any part to this RFP will be posted on www.mass.gov/ago/grants. It is the applicant's responsibility to check this web page frequently for any updates.

Disbursement of Grant Funds

Direct payment will be made by Electronic Funds Transfer to the grantee in one lump sum between July 6, 2015 and August 28, 2015.

Appendix A: Sample Budgets

Example 1

10 jobs x \$9.00/hour x 25 hours/ week x 8 weeks	\$18,000
<u>Admin</u>	<u>\$1,800</u>
Total budget requested	\$19,800

Example 2

5 jobs x \$9.00/ hour x 25 hours/week x 8 weeks	\$9,000
<u>Admin</u>	<u>\$900</u>
Total budget requested	\$9,900

Example 3

4 jobs x \$9.00/ hour x 16 hours/week x 8 weeks	\$4,608
<u>Admin</u>	<u>\$461</u>
Total budget requested	\$5,069