

Commonwealth of Massachusetts  
MassHire Department of Career Services  
Jobs for Veterans State Grant

# 2025

## PERFORMANCE INCENTIVE AWARD NOMINATIONS

**Deadline: July 1, 2025**

### General Information

The MassHire Department of Career Services encourages your participation in the FFY 2025 Jobs for Veterans State Grant (JVSG) *“Performance Incentive Awards”*.

The award recognizes the entire staff of a MassHire Career Center, not just a Veterans’ Service Unit or Veterans’ staff, that demonstrate excellence and dedication in the provision of quality employment, training and placement services to U.S. Veterans and other eligible persons.

The Performance Incentive Award recognizes a MassHire Career Center that has made a substantial contribution or demonstrate a best practice in one or more of the following areas:

A: Career Center modernized services and improved employment and training outcomes for Veterans and other Eligible Persons\*.

B: Career Center goes above and beyond to provide Priority of Service to Veterans and Eligible Persons. This should be in addition to providing required signage, asking whether jobseekers or their family members have served in the U.S. Military, and ensuring access to services sooner. How has the Career Center rewarded and celebrated the excellence of the provision of “Priority of Service” for Veterans and Eligible Persons?

C: Description of how the Career Center has established working partnerships between Veteran Organizations, State Workforce Partners, and the community at large to improve services to Veterans and Eligible Persons. Description of how these partnerships positively impacted Veterans’ services?

D: Career Center staff work together to provide quality services to Veterans and Eligible Persons. Description of the ways in which staff communicate and collaborate to ensure Veterans receive career and individualized services that lead to employment outcomes.

## CRITERIA FOR NOMINATION

To be considered eligible for a “*Performance Incentive Award*” nomination a MassHire Career Center must; provide employment, training and placement services to Veterans under the Jobs for Veterans State Grant (JVSG).

**NOTE:** Nominees may include a MassHire Career Center that does not have a Veteran Employment Representative on site. The Workforce Development Area may submit a nomination that includes all of the Career Centers operated in the area.

## NOMINATION PROCESS

Nominations must be submitted by close of business on Tuesday, July 1, 2025, via email to [Chris.Mills@mass.gov](mailto:Chris.Mills@mass.gov) and [Robert.Doucette@mass.gov](mailto:Robert.Doucette@mass.gov).

The nomination process consists of the following:

- a. The nomination package must be submitted electronically no later than close of business Tuesday, July 1, 2025.
- b. The nomination activity should cover the period July 1, 2024 – June 30, 2025.
- c. The nomination narrative is limited to three (3) pages that should include nominee information.
- d. Supporting documentation may also be included.

## AWARDS

Up to four awards will be made in order of ranking:

<b>GOLD:</b>	\$ 12,760.40
<b>SILVER:</b>	\$ 9,570.30
<b>BRONZE:</b>	\$ 6,380.20
<b>RISING STARS:</b>	\$ 3,190.10

## SELECTION CRITERIA

Completed nominations will be reviewed and ranked by a selection committee. Monetary Incentive Awards will be made to the four highest scoring Career Centers. Awards will be announced on Tuesday, July 21, 2025.

**Use of funds:** Funds will be awarded to the fiscal agent for distribution of funds to the recognized MassHire Career Center(s) within the Workforce Development Area for specific Career Center needs such as but not limited to: computer hardware/software; resource room or library materials; transfer to training accounts; or other office-wide uses to promote priority of services to Veterans. **Please Note: no portion of the award monies may be used for administrative costs.**

**Local areas that are selected for an incentive award and have policies in place that require administrative charges to be applied, must inform [lisa.j.caissie@mass.gov](mailto:lisa.j.caissie@mass.gov) via email of the amount of administrative costs relative to incentive award. The local area will be allowed to submit a separate request to MDCS for reimbursement of administrative costs. Detailed instructions related to filling out the payment voucher with applicable phase codes for reimbursement of the incentive award and administrative costs will be provided during the award notification process.**

Local areas must obligate the incentive award funds by August 25, 2025. All funds must be expended no later than December 31, 2025.