**Attachment A**

**Scope of Work**

Please submit revised the Scope of Work to [Lisa Caissie](mailto:lisa.j.caissie@mass.gov) and [John Rhatigan](mailto:john.rhatigan@mass.gov) on or before March 22, 2024.

Please provide a separate SOW for each career center benefiting from the supplemental funds.

|  |  |
| --- | --- |
| MassHire Workforce Area: |  |
| MassHire Career Center  Name: |  |
| Contact Name and Email Address: |  |
| Detailed plan of activities to be conducted by September 30, 2024 | Please provide a detailed plan to (this list is not meant to be all inclusive):   * Expand capacity to serve EA shelter residents. * Connect shelter residents with training and employment opportunities. * Register shelter residents in MassHire Job Quest and enter data in MOSES related to services and job placements within 5 business days. * Provide outreach to employers to help match shelter residents with job placements (job fairs, hiring events, info sessions etc.). * Utilize funds to address classroom or meeting spaces for ESOL, workshops etc., if applicable. * Offer financial incentives, if applicable. * Plan programming such as English for Speakers of Other Languages, if applicable. |
| Additional activities to be performed by September 30, 2024 |  |
| Anticipated outcomes resulting from the use of funds towards shelter activities |  |
| Employment Outcomes | Use the chart below to submit your area’s planned employment outcomes for sheltered residents each month. |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Monthly Employment Goals** | | | | |
| **Shelter Name** | **Total  Assessed** | **Work  Authorized** | **Pending  Work Authorization** | **Unknown  Work-Authorization Status** | **Feb-24** | **Mar-24** | **Apr-24** | **May-24** | **Jun-24** |
| Great Barrington - Quality Inn | 20 | 8 | 1 | 11 |  |  |  |  |  |
| Pittsfield - Garden Inn | 22 | 14 | 2 | 6 |  |  |  |  |  |
| Boston - Charles River Inn | 67 | 37 | 26 | 4 |  |  |  |  |  |
| Boston - South Bay Marriott | 21 | 11 | 8 | 2 |  |  |  |  |  |
| Dorchester - Holiday Inn | 8 | 2 | 6 |  |  |  |  |  |  |
| Raynham - Home 2 Suites | 44 | 32 | 1 | 11 |  |  |  |  |  |
| Swansea - Rodeway Inn | 48 | 28 | 8 | 12 |  |  |  |  |  |
| Taunton - Clarion Hotel | 212 | 144 | 39 | 29 |  |  |  |  |  |
| Stoughton - Hampton Inn | 52 | 35 | 4 | 13 |  |  |  |  |  |
| Stoughton - Sonesta Select | 221 | 113 | 63 | 45 |  |  |  |  |  |
| Auburn - La Quinta | 50 | 9 | 11 | 30 |  |  |  |  |  |
| Shrewsbury - Days Inn | 130 | 70 | 22 | 38 |  |  |  |  |  |
| Sturbridge - Super 8 | 59 | 30 | 19 | 10 |  |  |  |  |  |
| Sutton - Red Roof Inn | 39 | 2 | 37 |  |  |  |  |  |  |
| Westborough - Extended Stay Computer Drive | 51 | 29 | 15 | 7 |  |  |  |  |  |
| Westborough - Extended Stay Connector | 54 | 27 | 20 | 7 |  |  |  |  |  |
| Westborough - Extended Stay East Main Street | 17 | 10 | 2 | 5 |  |  |  |  |  |
| Westborough - Westborough Inn | 28 | 6 | 22 |  |  |  |  |  |  |
| Worcester - Holiday Inn | 15 | 7 | 8 |  |  |  |  |  |  |
| Worcester - Residence Inn | 39 | 24 | 13 | 2 |  |  |  |  |  |
| Greenfield - Days Inn | 64 | 33 | 24 | 7 |  |  |  |  |  |
| Hadley - Knight Inn | 16 | 14 |  | 2 |  |  |  |  |  |
| Chicopee - Quality Inn | 189 | 119 | 47 | 23 |  |  |  |  |  |
| West Springfield - Clarion Hotel | 134 | 87 | 34 | 13 |  |  |  |  |  |
| Billerica - Homewood Suites | 38 | 17 | 21 |  |  |  |  |  |  |
| Tewksbury - Extended Stay America | 38 | 20 | 11 | 7 |  |  |  |  |  |
| Methuen - Days Hotel | 144 | 72 | 46 | 26 |  |  |  |  |  |
| Chelsea - Residence Inn | 11 | 6 | 2 | 3 |  |  |  |  |  |
| Everett - Envision Hotel | 172 | 92 | 71 | 9 |  |  |  |  |  |
| Malden - Econo Lodge | 30 | 13 | 9 | 8 |  |  |  |  |  |
| Revere - Avid Hotel | 34 | 17 | 13 | 4 |  |  |  |  |  |
| Watertown - Inn on Arsenal | 48 | 16 | 25 | 7 |  |  |  |  |  |
| Woburn - Extended Stay | 36 | 9 | 23 | 4 |  |  |  |  |  |
| Woburn - Sonesta Select | 99 | 28 | 57 | 14 |  |  |  |  |  |
| Arlington - Homewood Suites | 25 | 7 | 18 |  |  |  |  |  |  |
| Bedford - Bedford Plaza | 132 | 39 | 75 | 18 |  |  |  |  |  |
| Burlington - Extended Stay America | 34 | 22 | 8 | 4 |  |  |  |  |  |
| Concord - Best Western | 51 | 33 | 14 | 4 |  |  |  |  |  |
| Dedham - Fairfield Inn | 219 | 51 | 131 | 37 |  |  |  |  |  |
| Dedham - Holiday Inn | 30 | 22 | 5 | 3 |  |  |  |  |  |
| Foxboro - Comfort Inn | 123 | 65 | 43 | 15 |  |  |  |  |  |
| Framingham - Residence Inn | 2 |  | 2 |  |  |  |  |  |  |
| Hudson - Holiday Inn | 1 | 1 |  |  |  |  |  |  |  |
|  |  |  |  |  | **Monthly Employment Goals** | | | | |
| **Shelter Name** | **Total  Assessed** | **Work  Authorized** | **Pending  Work Authorization** | **Unknown  Work-Authorization Status** | **Feb-24** | **Mar-24** | **Apr-24** | **May-24** | **Jun-24** |
| Marlborough - Extended Stay | 62 | 20 | 34 | 8 |  |  |  |  |  |
| Marlborough - Holiday Inn | 233 | 75 | 38 | 120 |  |  |  |  |  |
| Norwood - Residence Inn | 13 | 7 | 6 |  |  |  |  |  |  |
| Sharon - Best Western | 15 | 7 | 5 | 3 |  |  |  |  |  |
| Waltham - Extended Stay | 64 | 30 | 20 | 14 |  |  |  |  |  |
| Waltham - Hampton Inn | 10 | 4 | 1 | 5 |  |  |  |  |  |
| Waltham - Holiday Inn Express | 5 | 5 |  |  |  |  |  |  |  |
| Dartmouth - Best Western | 19 | 9 | 6 | 4 |  |  |  |  |  |
| Fairhaven - Seaport Resort Marina | 31 | 10 |  | 21 |  |  |  |  |  |
| Ayer - Nashoba Valley Inn | 65 | 50 | 3 | 12 |  |  |  |  |  |
| Gardner - Super 8 | 69 | 19 | 38 | 12 |  |  |  |  |  |
| Westminster - Rodeway Inn | 51 | 17 | 24 | 10 |  |  |  |  |  |
| Centerboard - Salem Campus | 177 | 80 | 69 | 28 |  |  |  |  |  |
| Danvers - Comfort Inn | 55 | 10 | 41 | 4 |  |  |  |  |  |
| Danvers - Motel 6 | 115 | 74 | 35 | 6 |  |  |  |  |  |
| Peabody - Extended Stay America | 27 | 15 | 11 | 1 |  |  |  |  |  |
| Peabody - Holiday Inn | 93 | 56 | 23 | 14 |  |  |  |  |  |
| Saugus - Avalon Motel | 26 | 17 | 6 | 3 |  |  |  |  |  |
| Saugus - Chisholms Motor Inn | 40 | 14 | 17 | 9 |  |  |  |  |  |
| Saugus - Colonial Traveler Inn | 27 | 5 | 20 | 2 |  |  |  |  |  |
| Braintree - Residence Inn | 16 | 11 | 3 | 2 |  |  |  |  |  |
| Kingston - Baymont Inn | 136 | 56 | 55 | 25 |  |  |  |  |  |
| Middleboro - Fairfield Inn | 1 |  | 1 |  |  |  |  |  |  |
| Middleboro - Quality Inn | 16 | 12 | 1 | 3 |  |  |  |  |  |
| Plymouth - Best Western | 40 | 23 | 9 | 8 |  |  |  |  |  |