

**Office of Massachusetts Attorney General Andrea Joy Campbell**



**Request for Proposal (RFP)**

**FY2025 Healthy Summer Youth Jobs Grant Program**

*Release Date: March 20, 2024*

*Response Due Date: April 19, 2024*

*Project Start Date: July 1, 2024*

*Project End Date: August 30, 2024*

FY2025 Healthy Summer Youth Jobs Grant Program (HSYJ)  
Grantor: Office of Massachusetts Attorney General Andrea Joy Campbell  
Address: One Ashburton Place, Boston, MA 02108  
Email: [AGOgrants@mass.gov](mailto:AGOgrants@mass.gov)  
Phone: (617) 963-2150

The Massachusetts Office of the Attorney General (AGO) is pleased to announce the FY2025 Healthy Summer Youth Jobs Grant Program. HSYJ awards will be funded by health care and/or wage and hour law-related settlements received by the AGO. HSYJ grants will benefit youth workers by providing training and skills development in employment that is focused on health and wellness. Applications are welcome from non-profit organizations within Massachusetts, municipalities and other local government entities, and state government entities. Applications will not be accepted from individuals seeking employment.

### **Advancing Public Health while Developing Professional Skill Sets**

Through HSYJ, youth can advance public health in their communities by promoting healthy activities and disease prevention interventions. Specifically, they can address the following factors identified by the Centers for Disease Control (CDC) as contributing to the leading causes of death and disability among youth and adults:<sup>1</sup>

- Behaviors that contribute to unintentional injuries and violence;
- Tobacco use;
- Alcohol and other drug use;
- Sexual behaviors related to unintended pregnancy and sexually transmitted diseases, including HIV infection;
- Unhealthy dietary behaviors; and
- Physical inactivity.

In addition to helping their communities, youth will enrich their own professional development through on-the-job training, skills development, and/or career planning achieved through summer employment.

### **Qualifying Jobs**

Applicants may apply for grants to fund jobs for youth with core health and wellness components that also provide opportunities for professional development. For the purposes of this grant, a “youth” is considered a person between the ages of 14 and 21. Minors under the age of 18 must obtain an employment permit before starting a new job.<sup>2</sup> Award recipients shall obey all laws related to youth employment.

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<sup>1</sup> Centers for Disease Control and Prevention. (2023, April 27). Youth Risk Behavior Survey: Data Summary and Trends Report. Retrieved March 5, 2024, from [https://www.cdc.gov/healthyyouth/data/yrbs/pdf/YRBS\\_Data-Summary-Trends\\_Report2023\\_508.pdf](https://www.cdc.gov/healthyyouth/data/yrbs/pdf/YRBS_Data-Summary-Trends_Report2023_508.pdf).

<sup>2</sup> See: <https://www.mass.gov/doc/guide-for-working-teens/download> and <https://www.mass.gov/info-details/youth-employment-permit-information>.

Types of qualifying programs include, but are not limited to:

- Programs that work to improve public health in low-income or vulnerable communities;
- Programs focused on advancing health-related environmental justice;
- Programs that promote health and wellness among youth and across low-income or vulnerable communities;
- Programs that develop health literacy for youth to improve disease prevention and self-management;
- Programs that address gun violence prevention;
- Programs designed to directly improve the management of chronic diseases for youth including, but not limited to, diabetes, asthma, and obesity; and
- Programs focused on addressing the youth mental health crisis.

Examples of professional development activities for youth include, but are not limited to:

- Resume building and cover letter writing workshops;
- Interview preparation and mock interviews;
- Financial literacy workshops;
- Job shadowing and/or mentoring;
- Conflict resolution and/or community-building projects.

### **Eligibility**

The following entities are eligible to apply for grant funding:

- Non-profit organizations within Massachusetts;<sup>3</sup>
- Municipalities and other local government entities; and
- State government entities.

At its sole discretion, the AGO may prioritize nonprofit applicants with operating budgets under \$10,000,000.

### **Funding, Duration, and Anticipated Timeline**

This RFP is subject to and contingent upon the availability of funds. Grant awards will be issued to multiple applicants in varying amounts not to exceed \$12,000.00. Applicants may propose indirect rates (administrative rates) of 15% or less. Applicants may fund professional development activities for youth employees through their indirect rate claims. Applicants shall not supplant currently funded activities with grant funds.

Recipients must pay youth at least a minimum wage of \$15.00 per hour. Programs requesting stipend payments to youth that are not equivalent to at least a \$15.00 per hour wage will not be considered for funding.

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<sup>3</sup> Non-profit organizations that are public charities (generally speaking, public charities have 501(c)(3) status) must be in full compliance with the statutory requirements set forth in G.L. ch. 12, secs. 8E and 8F, and G.L. ch. 68, sec. 19, including initial registration and filing of annual financial reports with the AGO's Non-Profit Organizations/Public Charities Division. Public charities must also comply with obligations and reporting requirements set by the Internal Revenue Service. As of September 2023, the Non-Profit Organizations/Public Charities Division requires all charitable registrations and annual filings to be made through the Charity Portal. Please find more information [here](#).

Applicants should seek to fully fund one or more youth positions to the extent possible. Applicants should not partially fund numerous positions with a grant award.

Grants will be awarded for the period of July 1, 2024 to August 30, 2024. All funds must be expended by August 30, 2024. Unexpended funds must be returned to the AGO within 45 days of contract expiration. At its sole discretion, the AGO will require funds spent on ineligible costs to be repaid to the AGO or re-budgeted to an appropriate expense category.

The AGO anticipates awarding larger individual grants to fewer parties for FY2025 than it has in recent grant cycles. This adjustment is intended to provide grant recipients with funding that will maximize program impact while fully funding individual youth employee positions to the extent possible.

### **Cash Flow and Disbursement of Grant Funds**

Grant disbursements will be issued to award recipients by Electronic Funds Transfer, provided that all necessary contract and periodic reporting documents are received by the established deadline. No paper checks will be issued. Grant awards will be disbursed in full to award recipients soon after contract execution.

### **Submission Instructions**

- Grant applications with accompanying proposals must be delivered electronically through the AGO's grant application website by 5:00 p.m. on April 19, 2024.
- Interested applicants may access the application at the AGO's [grant application website](#).
- New applicants will be asked to create a free online account. Any applicant that has applied for any AGO grant using the online grant application website may log into its existing account. All applicants should confirm their contact information is current on their applicant profiles.
- Confirmation of Receipt: Applicants typically receive an email confirmation within 48 business hours; if one is not received, please email the AGO Grants Team at [AGOgrants@mass.gov](mailto:AGOgrants@mass.gov).

### **Questions**

Questions regarding this RFP may be submitted to [AGOgrants@mass.gov](mailto:AGOgrants@mass.gov) only until 5:00 p.m. on April 12, 2024. When submitting your question(s), please include "FY2025 Healthy Summer Youth Jobs" in the email subject line. Questions received and answers provided regarding this RFP will be posted on the AGO's [grant application website](#).

### **Reasonable Accommodation**

Applicants with disabilities may seek reasonable accommodation, including receipt of the RFP in an alternative format, by writing to [AGOgrants@mass.gov](mailto:AGOgrants@mass.gov) no later than 5:00 p.m. on April 12, 2024.

## **Evaluation**

All funding decisions and amounts of funding will be determined at the sole discretion of the AGO. Applicants may receive no funding or less funding than requested. Criteria used in the selection process will include, but are not limited to:

- Commitment to advancing public health in low-income or vulnerable communities;
- Applicant's previous experience hiring youth workers;
- Applicant's plan to engage youth in health, wellness, fitness, or healthcare activities;
- Applicant's ability to employ youth within the grant timeframe;
- Applicant's proposed impact on community health;
- Applicant's capacity to provide skills development and/or job training to youth employees;
- Applicant's ability to undertake program evaluation;
- Applicants with operating budgets under \$10,000,000; and
- Geographic diversity of applicants.

## **Expectations and Requirements for Award Recipients**

- Awards are contingent upon the applicant satisfactorily completing all necessary documents (see below) by the deadlines established by the AGO.
- Any changes to a grant program or budget, at any time during the grant period, must be requested in writing by award recipients and must be approved, in advance, by the AGO.
- All funds must be used in a manner consistent with the applicant's response to this RFP, which shall become part of the Scope of Services agreement.
- Award recipients must complete a final report. The final report template and due date will be provided by the AGO during the grant term.
- At its sole discretion, the AGO may require award recipients to provide programmatic documentation or financial records related to their grant awards.

## **Additional Program Requirements and Opportunities**

Award recipients shall distribute the AGO's Guide for Working Teens to all grant-funded youth employees. The guide can be downloaded from the AG's website or requested in paper format free of charge by emailing [AGOgrants@mass.gov](mailto:AGOgrants@mass.gov). The Guide is available in the following languages:

- English: <https://www.mass.gov/doc/guide-for-working-teens/download>
- Portuguese: <https://www.mass.gov/doc/guide-for-working-teens-portuguese/download>
- Spanish: <https://www.mass.gov/doc/guide-for-working-teens-spanish/download>

Award recipients will have the opportunity to participate in AGO-led community engagement activities, such as teen workers' rights trainings, civil rights trainings, and/or other trainings. Activities may be held on-site or in a virtual format with the award recipient's staff and/or with the youth the award recipient employs.

### **Required Commonwealth Contract Documents**

The following documents, completed without alteration, will be required as part of the *application submission*:

- Request for Taxpayer Identification Number and Certification (W-9)
- Electronic Funds Transfer (EFT) Form
- Nonprofits must submit one of the following unless they are exempt from filing with the AGO's Non-Profit Organizations/Public Charities Division (NPCD):
  - Their most recent filing package submitted to NPCD;<sup>4</sup>
  - A current Certificate of Solicitation issued by NPCD; or
  - A current Letter of Good Standing issued by NPCD.

Links to blank W-9 and EFT forms will be provided in the online application form.

The following documents will be required upon any notification of a grant award at a deadline established by the AGO and *should not be submitted with the grant application*:

- Standard Contract Form
- Scope and Services Agreement
- Contractor Authorized Signatory Listing

No grant funds will be disbursed unless the necessary documents are submitted by the deadlines established by the AGO.

### **Public records**

All submitted responses and information are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10, and M.G.L. c. 4, § 7, cl. 26. Applicants should not submit any personal, medical, or other sensitive information.

### **Updates to this RFP**

Any changes/corrections to any part to this RFP will be posted on <https://www.mass.gov/grant-opportunities>. It is the applicant's responsibility to check this web page frequently for any updates.

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<sup>4</sup> The package should include the applicant's Form PC, IRS Form 990/990-EZ/990-PF and, as applicable, a CPA's review report or an audited financial statement.