

Office of Massachusetts Attorney General Maura Healey



Request for Proposal (RFP)

FY2023 Healthy Summer Youth Jobs Grant Program

Release Date: March 3, 2022

Response Due Date: April 8, 2022

Project Start Date: July 5, 2022

Project End Date: September 2, 2022

Grantor: Office of Attorney General Maura Healey
Address: One Ashburton Place, Boston, MA 02108
Email: AGOGrants@mass.gov

The Massachusetts Office of the Attorney General (AGO) is pleased to announce the FY2023 Healthy Summer Youth Jobs Grant Program (HSYJ). HSYJ awards will be funded by 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.

Advancing the Public Health while Developing Professional Skill Sets

Youth can advance public health in their communities by promoting healthy activities and disease prevention interventions by specifically addressing 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.¹

They include:

- Behaviors that contribute to unintentional injuries and violence;
- Sexual behaviors that contribute to unintended pregnancy and sexually transmitted diseases, including HIV infection;
- Alcohol and other drug use;
- Tobacco use;
- Unhealthy dietary behaviors; and/or
- Inadequate physical activity.

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

Qualifying Jobs

Jobs that qualify for funding are those in which youth are engaged in public health-related jobs that provide workforce skills development or training for future professional endeavors. This grant will fund youth jobs provided by Massachusetts municipalities, other government offices, quasi-public entities, and nonprofit organizations.

Applicants may apply for grants to fund jobs for youth with core health and wellness components while also providing opportunities for professional enrichment. Applicants may request to employ any number of youths at their discretion while adhering to all applicable Massachusetts wage and hour laws. For the purposes of this grant, a “youth” is considered a person aged 21 and younger.

¹ Centers for Disease Control and Prevention. (2020, October 27). Youth Risk Behavior Surveillance System (YRBSS). Adolescent and School Health. Retrieved February 25, 2022, from <https://www.cdc.gov/healthyyouth/data/yrbs/index.htm>.

Types of activities include, but are not limited to:

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

Examples of programs that have received HSYJ grant funding in the past:

- Collaborating on a public health project that focused on food justice;
- Assisting as a coach, team leader, or mentor with a sports or physical fitness program designed for youth;
- Fostering a green environment by planting trees, building and maintaining community gardens, and installing art murals;
- Working as sailing instructors for a summer youth program; and
- Activities which directly address access to health care and/or the management/prevention of chronic diseases among youth.

Eligibility

The following are eligible recipients of grant funding. Applicants may select only one city or town for youth jobs and may submit only one grant application:

- Municipalities;
- Other government offices;
- Quasi-public entities; and
- Non-profit organizations within Massachusetts.*

* 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.

Funding

This RFP is subject to and contingent upon the availability of funds. Grant awards will be issued to multiple applicants in varying amounts. Applicants' budgets may not necessarily be funded in their entirety or at all. Recipients will only be reimbursed for youth salary, administrative support, and adaptive COVID-19 equipment/services. Adaptive COVID-19 equipment/services include, but are not limited to, personal protective equipment, sanitation equipment/supplies,

and remote connectivity equipment/licenses that were not necessary prior to the COVID-19 pandemic. The total amount budgeted for administrative support and adaptive COVID-19 equipment/services may not exceed 10% of the total youth salary request.

Recipients must pay youth at least a minimum wage of \$14.25 per hour. Programs requesting stipend payments to youth that are not equivalent to at least a \$14.25 per hour wage will not be considered. The maximum an applicant may request is \$4,000.00.

Duration

Grant awards are available to fund youth employment with the earliest start date of July 5, 2022 and the latest end date of September 2, 2022. A shorter duration for youth employment is allowable as long as the funding request does not exceed the maximum limit imposed by the grant. Extensions may be granted only for good cause shown.

Cash flow

This is a reimbursement grant. Award recipients must be able to pay the salaries of youth jobs and any other approved budgeted expenses funded by this grant award prior to receiving any monetary disbursement from the AGO. Disbursements are contingent on the execution of grant contracts, timely submission of final reports by award recipients, and AGO approval of award recipients' final reports. Disbursements are expected to be sent to award recipients who have met all disbursement criteria by Electronic Funds Transfer on or before October 28, 2022.

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. Some of the criteria utilized in the selection process will include:

- Commitment to advancing public health in low-income 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 hire 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 COVID-19 protocols and ability to keep youth workers safe; and
- Geographic diversity of applicant (the AGO will endeavor to provide funding across the Commonwealth to the extent possible).

Submission instructions

- Proposals must be delivered electronically through the AGO's online grant application process by 5:00 p.m. on Friday, April 8, 2022.
- Interested applicants may access the application at: <https://www.mass.gov/grant-opportunities>.
- Applications will not be accepted after the deadline and any applications received after the deadline will not be reviewed.

- There will be no applications accepted in any other format.
- New applicants will be asked to create a free online account. Any applicant that has applied for any AGO grant using the online grant management system may log into its existing account.
- Once applicants have started an application, the application may be saved and returned to later.
- Confirmation of Receipt: Applicants typically receive an email confirmation within 48 business hours; if one is not received please call 617-963-2150 for further instructions and assistance.

Questions

Questions regarding this RFP may be submitted to AGOGrants@mass.gov only until 5:00 p.m. on March 25, 2022. When submitting your question(s), please include “FY2023 Healthy Summer Youth Jobs” in the email subject line. Questions received and answers provided regarding this RFP will be posted on the AGO’s website at: <https://www.mass.gov/grant-opportunities>.

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@mass.gov no later than March 25, 2022.

Expectations and requirements for successful applicants

- Awards are contingent upon the applicant 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 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 will be informed of all reporting requirements including the completion of a satisfactory financial and programmatic summary at the conclusion of the grant by the deadline established and in a format to be provided by the AGO.

Community engagement requirement

Award recipients will provide the necessary staff, time, and/or meeting space to assist the AGO in providing community engagement activities, such as teen workers’ rights trainings, civil rights trainings, and/or other trainings or activities. 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 will be required as part of the *application submission*:

- Request for Taxpayer Identification Number and Certification (W-9)
- Electronic Funds Transfer (EFT) Form*²
- For Nonprofits only: most recent filing package submitted to the AGO Non-Profit Organizations/Public Charities Division
 - Package should include Form PC, IRS Form 990/990-EZ/990-PF and, as applicable, a CPA's review report or an audited financial statement

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

Links to blank W-9 and EFT forms will be provided in the online application form. No money 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 of 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.

² It is the responsibility of the applicant/award recipient to ensure that an electronic transfer of funds may be received by the award recipient. No paper checks will be issued.