

Office of Massachusetts Attorney General Maura Healey



Request for Proposal (RFP)

Healthy Summer Youth Jobs Grant Program Summer 2019

Release Date: February 25, 2019

Response Due Date: March 29, 2019

Project Start Date: July 8, 2019

Project End Date: August 30, 2019

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

The Massachusetts Office of the Attorney General (MAGO) is pleased to announce a call for applications for the fifth annual Healthy Summer Youth Jobs grant opportunity. The Healthy Summer Youth Jobs program grants are funded by a healthcare-related settlement received by the MAGO. Healthy Summer Youth Jobs grants will fund jobs that benefit Massachusetts health care consumers and promote good health for youth by providing them with opportunities for health and wellness via health-focused employment.

Advancing the Public Health

Youth can advance public health in their communities by providing health promotion and disease prevention interventions specifically addressing the following contributing factors identified by the Centers for Disease Control (CDC) as contributing to the leading causes of death and disability among youth and adults¹.

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.

Qualifying Jobs

Jobs that qualify for funding are those where youth are engaged in public health-related jobs that advance and improve public health for Massachusetts health care consumers. This grant will fund youth jobs in Massachusetts cities and towns, government offices, and non-profit organizations.

Applicants may apply for grants to fund jobs for youth who participate in or provide health and wellness activities. In the grant application, applicants must identify how programs will benefit public health and Massachusetts health care consumers. 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.

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;

¹ Youth Risk Behavior Surveillance System (YRBSS) Web 6 Apr., 2016. <http://www.cdc.gov/healthyyouth/data/yrbs/index.htm>

- Programs that promote health and wellness amongst 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 which received HSYJ grants last year include:

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

- Municipalities;
- Other government offices; and
- Non-Profit organizations within Massachusetts*

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

Funding

This call for applications 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. Recipients will only be reimbursed for youth salary and up to 10% of their budget for administrative support. Recipients must pay youth a minimum wage of \$12.00 per hour. The maximum an applicant organization may request is \$7,680.

Duration

Grant awards are available to fund youth employment with the earliest start date of July 8, 2019 and the latest end date of August 30, 2019. A longer or shorter duration for youth employment is allowable as long as the maximum funding requested is not exceeded. No extensions will be allowed.

Cash flow

This is a reimbursement grant. Grant recipients must be able to pay the salaries of youth jobs funded by this grant award prior to receiving the monetary disbursement from the MAGO. Disbursements are expected to be sent to grant recipients (who have completed all necessary contract documents by the established deadlines) by Electronic Funds Transfer on or before October 15, 2019. Grantees must have sufficient funds on hand prior to the grant disbursement.

Evaluation

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

- Commitment to advancing public health in low-income communities;
- Applicant's ability to employ youth from SES families;
- 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 health care consumers; and
- Geographic diversity of applicant (intention is to provide resources across the state).

Submission instructions

- Proposals must be delivered electronically through the MAGO's online grant application process by 5:00 p.m. on Friday, March 29, 2019.
- Interested applicants may access the application here: <https://www.mass.gov/grant-opportunities>.
- 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 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 617-963-2291 for further instructions and assistance.

Questions

Questions regarding this RFP may be submitted to AGOgrants@state.ma.us, only until 5:00 p.m. on March 15, 2019. When submitting your question(s), please include "Healthy Summer Youth Jobs 2019" in the email subject line. Questions received and answers provided regarding this RFP will be posted on the MAGO's website here: <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@state.ma.us no later than March 15, 2019.

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 grantees and must be approved, in advance, by the MAGO.
- All funds must be used in a manner consistent with the Response to this RFP, which shall become part of the Scope of Services Agreement.
- Grantees will be informed of all reporting requirements including 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 MAGO.

Community engagement requirement

If awarded this grant, recipients will provide the necessary staff, time, and meeting space to assist the MAGO in providing community engagement activities, such as teen workers' rights trainings, civil rights trainings, and/or other trainings or activities, on site with the recipient's staff and/or with the youth it employs.

Required Commonwealth contract documents for successful grantees

These documents are listed for informational purposes and should not be submitted with the grant application. Successful applicants will be required to complete these documents within the deadline established at the time of the notification of grant award. No money will be disbursed unless the necessary documents are submitted by the deadlines established.

- Standard Contract Form
- Scope and Services Agreement
- Commonwealth Terms and Conditions
- Contractor Authorized Signatory Listing
- Request for Taxpayer Identification Number and Certification (W-9)
- Electronic Funds Transfer Form^{*2}

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 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 the requirement of the public records laws shall be disregarded.

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

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.