

MassHousing

Housing Stability Department Summer Youth Employment Program

Information Session
Tuesday, March 11, 2025
1p.m. -2p.m.

Agenda



Welcome & Introductions



Proposal Guidelines



Proposal Forms



Schedule



Q&A

Introductions

Housing Stability Department

Gloria Brand, Housing Stability Specialist, Impact Initiatives

Kara Pillsbury Johnson- Senior Strategy and Program Manager, Housing Stability

Libby Hayes- Director of Housing Stability

Proposal Guidelines: General

Total amount of \$450,000 is available for the Summer Youth Employment.

The maximum award per contractor under this RFP will be \$ 75,000.

Funds will be allowed for the period of Monday, June 30, 2025 – Friday, September 12, 2025.

Proposal Qualifications



Organizations should have experience in all Massachusetts labor laws related to employment of minors and abide by all pertinent laws through the duration of the contract period.



At least **80%** of the youth employed in the program must reside in a MassHousing development. For a list of MassHousing sites/developments visit – www.masshousing.com/renters/housing-list



Contractors must maintain youth employment records to support the 80% MassHousing building residential requirement in the event MassHousing requests to review such records.

Program Requirements

Contractors will provide youth employment for young residents in MassHousing developments. Programs may include leadership development, mentorship, financial education, banking, and or other innovative programming.

Contractors will recruit, onboard, train, invoice, and report to MassHousing.

As a cost-reimbursement contract, contractors will pay the salaries of youth jobs prior to receiving monetary disbursement from MassHousing.

A criminal record and sex offender record check is required for all staff, consultants and volunteers who supervise and/or perform services to the youth participants.



Program Requirements

- Invoices and backup information must be submitted on or before Friday, **October 31, 2025**.
- Organizations may also submit invoices midway through their contract for activities from July 1, 2025 - August 1, 2025, by **Friday August 15, 2025**.
- Selected organizations will also submit a final report on or before Friday, **October 31, 2025**. The final report should include an overview of summer programming, final count of participants, demographic data collected, program outcomes and will include pertinent information as required by MassHousing.

Proposal Guidelines

Target Population

Aged 14 through 21,

Permitted to work and have valid work documents

Have parental or guardian permission if under 18 years of age, and

At least 80% of participants reside in a MassHousing financed developments and PBCA sites.

MassHousing Sites/Developments

To confirm MassHousing developments, please review the *MassHousing Rental Housing List*:

<https://masshousing.com/renters/housing-list>



HOUSING LIST

August 17, 2023

Massachusetts Housing Finance Agency



Proposal Narrative

Submit a written response for sections A-N

Each section should be clearly labeled.

Must be completed in the order detailed in RFP.

Budget Guidelines

RATE: minimum wage is \$15/ hour with up to \$17/hour for employees under 18 years old and up to \$20/hour for employees 18-21 years old.

FICA & WORKERS COMP: may request up to 15%

ADMINISTRATIVE SUPPORT: may request up to 12%

Additional Forms

- MassHousing 2025 Summer Youth Employment Proposal Check List Form.
- MassHousing 2025 Summer Youth Employment Proposal Cover Page Form
- Budget Form
- Most recent audited financial statement.
- Certificates of Insurance. Provide evidence of insurance coverage in the types and amounts stated in the Contractor Insurance Requirements. If the applicant's present coverage is less than the required amount, evidence must be provided as to the applicant's ability to obtain full coverage prior to contract execution.
- W-9 Form. Submit a completed FORM W-9, (Massachusetts Substitute W-9 Form) Rev. April 2022. [Form W9 request for taxpayer identification and certification \(mass.gov\)](#)

Proposal Forms

- The 3 forms are required for submission as part of the “additional required forms.”
- They are located on the MassHousing RFP page: masshousing.com/rfp.

A. 2025 Summer Youth Employment RFP Forms:

MassHousing

2025 Summer Youth Employment Proposal Check List Form

Organization Name: _____

Please check the box next to each item that is to be included in this package and submit in the order listed.

1. Proposal
2. Proposal Check List Form
3. Proposal Cover Page Form
4. Proposal Narrative
5. Budget Form
(Proposed fees and hourly billing rate)
6. Certificate of Insurance
7. Most Recent Audited Financial Statement
8. W-9 Form

B. 2025 Summer Youth Employment RFP Forms:

MassHousing

2025 Summer Youth Employment Proposal Cover Page Form

All submissions to the 2025 Summer Youth Employment RFP must certify below to the veracity of the materials contained in the applicant's proposal and complete the checklist in assembling a proposal package.

Organization name: _____

Address: _____

Telephone: _____ Fax: _____ Web address: _____

Contact person: _____ Title: _____

Telephone: _____ Fax: _____ E-mail: _____

Company EIN (W-9#) _____ Name: _____

Does your organization have a certification in any of the following diverse business categories?
Minority (MBE)-owned, Women (WBE)-owned, Veteran (VBE)-owned, Lesbian, Gay, Bi-Sexual,
or Transgender (LGBT)-owned, or Disability (DBE)-owned. yes no

If yes, please designate which certification(s): _____ Expiration: _____

Total Amount Requested: _____

The undersigned certifies that all statements and information provided to MassHousing related to the proposal package submitted herewith are true and correct. The signatory must be authorized by the organization submitting the proposal.

Signed by: _____ Date: _____

Print Name of Signatory: _____

Title of Signatory: _____

C. 2025 Summer Youth Employment RFP Forms:

2025 Summer Youth Employment Proposal

Budget Page Form

Number of Jobs	Rate	Hours/Week	Number of Weeks	Total
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
SUB-TOTAL				\$
FICA & WORKERS COMP				\$
ADMINISTRATIVE SUPPORT				\$
TOTAL				\$

• RATE: minimum wage is \$15/hour with up to \$17/hour for employees under 18 years old and up to \$20/hour for employees 18-21 years old.
 • FICA & WORKERS COMP: may request up to 15%
 • ADMINISTRATIVE SUPPORT: may request up to 12%

Anticipated Schedule

All responses should be sent via email to: gbrand@masshousing.com **before 5:00 pm on Friday April 11, 2025.**

Please write on the subject heading line “Summer Youth Employment Application.” **Proposals received after the response deadline may not be considered.**

<u>Date</u>	<u>Task</u>
March 3, 2025	Distribute RFP
April 11, 2025	RFP Response Deadline
April 12 – May 6, 2025	RFP Evaluation
May 6 – May 12, 2025	Complete Follow-up and Reference Calls, as needed.
May 19, 2025	Final Selection

For More Information



Visit our Impact Initiatives webpage -
www.masshousing.com/programs-outreach/housing-stability/impact-initiatives



Download Application forms at
www.masshousing.com/rfp



For questions or concerns email Gloria Brand -
gbrand@masshousing.com.

Q&A