

# **MassHousing**

## **Housing Stability Department Summer Youth Employment Program**

*Information Session*

*Tuesday, March 25, 2026*

*1p.m. -2p.m.*

# Agenda



Welcome & Introductions



Proposal Guidelines



Proposal Forms



Schedule



Q&A

# Introductions

Housing Stability Department

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

Libby Hayes- Director of Housing  
Stability Department

# Purpose

The MassHousing Summer Youth Employment (SYE) Program is designed to provide young residents of MassHousing affiliated developments opportunities for employment in their communities.

# Proposal Guidelines: General

Total amount of \$475,000 is available for Summer Youth Employment grant period.

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

Funds will be allowed for the period of Monday, June 29, 2026 – Friday, September 11, 2026.

# 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.



**100%** of the youth employed in the program must reside in a MassHousing affiliated development.

\*For a list of MassHousing sites visit:

<https://www.masshousing.com/programs-outreach/housing-stability/communities>



Contractors must maintain youth employment records to support the 100% MassHousing building residential requirement. MassHousing will review these records.

# MassHousing Sites/Developments

To confirm if a development is financed by MassHousing and/or a PBCA site, please search the Multifamily Communities Webpage:

<https://www.masshousing.com/en/programs-outreach/housing-stability/communities>

## Multifamily Communities

A reference for Housing and Social Service Providers

The searchable list below includes all multifamily rental properties financed by MassHousing or developments where the Agency manages affordable housing programs.

Enter City/Town or Neighborhood      Enter Development Name      Enter Management Company

All Beds ▾

Must Have Features

Accessible  Elderly  Workforce Housing  Section 8

SEARCH

### Information for Renters

If you are interested in renting an affordable apartment, please visit the Housing Navigator MA.

VISIT THE HOUSING NAVIGATOR

MassHousing Financed: Yes  
Workforce Housing: No  
Project-based Section 8 Subsidies: Yes

# 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 9, 2026.**

Organizations may also submit invoices midway through their contract for activities from June 29, 2026 – July 31, 2026, by **Friday August 17, 2026.**

Selected organizations will also submit a final report on or before Friday, **October 9, 2026.** 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

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**Target  
Population**

Aged 14 through 21

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Permitted to work and have valid  
work documents

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Have parental or guardian  
permission if under 18 years of age

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# Proposal Narrative

Submit a written response for sections A-M

Each section should be clearly labeled.

Must be completed in the order detailed in RFP.

# Proposal Narrative

- A. MassHousing Housing Developments
- B. Community Description
- C. Proposal Summary
- D. Recruitment and Start-up Schedule
- E. Job Placement
- F. Supervisory Structure and Administrative Controls
- G. Community Partnerships
- H. Supplementary Programming
- I. Relevant Experience
- J. References
- K. Diversity, Equity & Inclusion Plan
- L. Adverse Actions
- M. Conflict of Interest

# 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 2026 Summer Youth Employment Proposal Check List Form
- MassHousing 2026 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](https://masshousing.com/rfp).

**MassHousing**  
**2026 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

**2026 Summer Youth Employment Proposal Cover Page Form**

All submissions to the 2026 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:

Anticipate

**2026 Summer Youth Employment**  
**Proposal Budget Page Form**

Number of Jobs	Rate	Hours/Week	Number of Weeks	Total
	\$			\$
	\$			\$
	\$	Hours/Week_		\$
	\$			\$
	\$			\$
• 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.			SUB-TOTAL	\$
• FICA & WORKERS COMP: may request up to 15%			FICA & WORKERS COMP	\$
• ADMINISTRATIVE SUPPORT: may request up to 12%			ADMINISTRATIVE SUPPORT	\$
			TOTAL	\$

## Anticipated Schedule

- All responses should be sent via email to: [housingstabilitygrants@masshousing.com](mailto:housingstabilitygrants@masshousing.com) **before 5:00 pm on Friday April 17, 2026.**
- Please write on the subject heading line “Summer Youth Employment Application.” **Proposals received after the response deadline may not be considered.**

- March 10, 2026: **Distribute RFP**
- April 17, 2026: **RFP Response Deadline**
- April 20 – May 8, 2026: **RFP Evaluation**
- May 11 – May 15, 2026: **Complete Follow-up and Reference Calls, as needed.**
- May 22, 2026: **Final Selection**

# For More Information



Visit our Impact Initiatives webpage -  
[www.masshousing.com/programs-outreach/housing-stability/impact-initiatives](http://www.masshousing.com/programs-outreach/housing-stability/impact-initiatives)



Download Application forms at  
[www.masshousing.com/rfp](http://www.masshousing.com/rfp)



For questions or concerns email Housing Stability Grants- [housingstabilitygrants@masshousing.com](mailto:housingstabilitygrants@masshousing.com).

# Q&A

