

## **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

**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: \_\_\_\_\_

## 2025 Summer Youth Employment

### Proposal Budget Page Form

Number of Jobs	Rate	Hours/Week	Number of Weeks	Total
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
<ul style="list-style-type: none"> <li>● 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.</li> <li>● FICA &amp; WORKERS COMP: may request up to 15%</li> <li>● ADMINISTRATIVE SUPPORT: may request up to 12%</li> </ul>			<b>SUB-TOTAL</b>	\$
			<b>FICA &amp; WORKERS COMP</b>	\$
			<b>ADMINISTRATIVE SUPPORT</b>	\$
			<b>TOTAL</b>	\$