



City of Boston *Workforce Development*

Neighborhood Jobs Trust (NJT) PROGRAM GUIDE

V. 2025.1 Updated April 2025

The Mayor's Office of Workforce Development
Worker Empowerment Cabinet
City of Boston

Table of Contents

Preface	3
What is NJT?	3
Purpose of Funds	3
Procurement.....	4
Grant Agreements.....	4
Program Requirements.....	4
Programming	5
Enrollment and Enrollment Rosters	5
Site Visits and File Reviews.....	6
Invoicing	6
Corrective Action	7
Grant Extension Request Procedure.....	7
NJT Participant Eligibility	7
Boston Neighborhood Zip Codes.....	9
Eligibility Worksheets	9
NJT Enrollment Worksheet & Checklist	10
Proof of Boston Residency	11
Proof of Age.....	12
HUD 2024 Income Limits for NJT.....	13
NJT Income Eligibility Documentation Guidelines	14
Family Size Worksheet	15
NJT Income Calculation Sheet.....	16
Applicant Statement	17
Authorization for Release of Information	18
NJT Targeted Enrollment Benchmarks.....	19
TANF/TAFDC Recipients	19
Housing Voucher Recipients	19
CORI.....	19
Homelessness.....	19
Near Homelessness or At-Risk of Homelessness	20
Documenting Benchmark Categories.....	20
Box® Document System	21
DocuSign®	23
NJT Grant Calendar & Deadlines 2025	26
Glossary of Terms and Acronyms	27
Sample Documents	32
Family Size Worksheet – Sample	33
NJT Income Calculation Sheet – Sample	34
Applicant Statement – Sample.....	35
Cash Advance Letter – Template	36

PREFACE

The Neighborhood Jobs Trust (NJT) Program Guide is a handbook for service provider grantees to implement NJT Job Training Services. It includes a description of NJT, grant requirements, best practices for programs, procedures, a basic timeline for procedures during the grant period, a glossary of acronyms, and information on data collection.

Additionally, all sample forms and informational documents are included within the handbook. Please use this handbook as a resource for questions concerning NJT procedures regarding your program grant.

If you have additional questions, please do not hesitate to contact Liz Hughes, Senior Program Manager for NJT at liz.hughes@boston.gov.

WHAT IS NJT?

The Neighborhood Jobs Trust (the “Trust”) is a Massachusetts public charitable trust created under the authority of Chapter 371 of the Acts of 1987 and the laws of the Commonwealth of Massachusetts and is administered by the Collector-Treasurer of the City of Boston, Massachusetts (the “City”) as managing trustee pursuant to Chapter 11 of the ordinance. The purpose of the Trust is to ensure that large-scale real estate development in Boston brings a direct benefit to Boston neighborhood residents in the form of jobs, job training and related services.

The Trust is managed by three Trustees: a member of the City Council appointed by the mayor; the Director of the Office of Workforce Development; and the Collector-Treasurer of the City of Boston, who serves as a managing trustee. Administrative management of Trust funds is provided by the City of Boston’s Office of Workforce Development (OWD).

Funds in the Trust come from jobs linkage fees. The zoning law of the City of Boston requires that commercial construction projects in excess of 50,000 square feet receive a zoning variance, one condition of which is that the developer of the project is obligated to pay a linkage fee, based on square footage, to the Trust. Developers have two options:

- 1) Job Contribution Grant – the developer may simply make the payment to the Trust, to be administered in its entirety by the Trustees in accordance with established regulations and policies.
- 2) Jobs Creation Contribution – prior to making a payment to the Trust, the developer may request that linkage funds be used to create a job training program for workers who will be employed, on a permanent basis, at the development project.

PURPOSE OF FUNDS

Jobs linkage funding must be used to meet the employment needs of lower income Boston residents, defined as below 80% of median income according to the U.S. Department of Housing and Urban Development. NJT is interested in serving lower-skilled individuals, with multiple barriers to employment.

The Trust is obligated to maintain a balance between services targeted to specific neighborhoods impacted by development and services accessible to residents across the city, including those not currently impacted by large-scale development.

NJT funds are intended to serve Boston residents seeking full-time (at least 30 hours weekly), permanent employment. The program’s outcome must be a training-related job, or placement into a post-secondary program leading to a full-time position that meets or exceeds the Boston living wage

of \$18.20 hour with access to benefits (as of July 1, 2024). Educational placements must have evidence of value or recognition in their economic sector, leading to better opportunities for advancement. For certain populations, part-time jobs (at least 20 hours weekly) may be a strategic first step and this waiver will be provided on a case-by-case basis upon OWD's approval.

Services should include outreach and recruitment, in-depth assessment, classroom and (as appropriate) worksite instruction, case management, educational and career counseling, job placement, and post-placement services. Job training programs should place participants on a career pathway that can lead to higher-paying jobs and provide access to employer-provided education benefits and support in further training leading to better jobs. Because a significant part of developing economic security for families is financial management, program designs are strongly encouraged to include financial education and asset building opportunities for participants. It is also essential that services are customized to the attributes and support needs of the program's target populations and assist that population in overcoming their barriers to employment.

PROCUREMENT

GRANT AGREEMENTS

Grant Agreements will be for a 12-month period. In approving a grant agreement, OWD makes no commitment to refunding, but reserves the right to refund programs based on the availability of funds and on program performance, organizational capacity, administrative responsiveness, and service to target populations.

OWD will notify programs if they have been awarded NJT funding. After being awarded, programs must work with OWD to develop their grant agreement. In the grant agreement process, programs and OWD will come to an agreement on the number of participants to be enrolled and placed into training-related employment or post-secondary programs for the fiscal year and on other program-related matters.

NJT grant awards are hybrid performance based, with 50% of the total grant award to be paid when the grant agreement is executed, and 50% to be paid upon OWD's verification of placements achieved.

All service providers' program and fiscal staff are required to review their grant agreement in detail regarding the regulations of the program.

If you are a new vendor with the City of Boston, please follow these instructions to create a new vendor account. https://www.boston.gov/sites/default/files/embed/c/creating_a_new_vendor_account.pdf

PROGRAM REQUIREMENTS

All NJT funded programs must place at least 70% of the enrolled participants in full time (30 hours per week), training-related employment with 30-day retention. Part-time training-related employment (at least 20 hours per week) with 30-day retention, will be considered as a placement on a case-by-case basis. OWD will have the discretion to grant a waiver upon receipt of good cause documentation. Unpaid internships will not count as placements unless the program participant is enrolled in a post-secondary education program. Paid internships related to training and lasting more than 30 days may be approved on a case-by-case basis.

Two or more part-time jobs adding up to 30 hours a week will not be considered a full-time placement and two or more part-time jobs adding up to 20 hours a week will not be considered a part-time placement.

- OWD expects, but does not require, that wages meet the Living Wage standard (\$18.20 hour in Fiscal Year 2025), which is updated every year on July 1.

- If OWD has approved a service provider to place participants into educational programs, then the participant must be enrolled in a post-secondary or credential-awarded program either full-time or part-time for at least 30 days with a full description and service plan of how this program will advance the participant onto a career path providing economic advancement and a stable living income.
- All part-time placements must also be placed into a part-time (at least 20 hours per week) training-related employment or into another part-time post-secondary or credential-awarded program. OWD will have the discretion to grant a waiver upon receipt of good cause documentation.
- 25% of NJT-funded participants enrolled into a job training program must meet one or more of these criteria:
 - Ex-offenders and other individuals with CORI issues
 - Homeless or near-homeless individuals
 - Housing voucher recipients; or
 - TANF recipients

PROGRAMMING

ENROLLMENT AND ENROLLMENT ROSTERS

- All enrollments must occur within the Service Provider's grant period.
- An individual must have attended a minimum of 75% of the scheduled class days within the grant period and fit the eligibility guidelines as stated in the NJT Participant Eligibility section on pages 7 to 8 of this handbook.
- The participant must be listed on the NJT Enrollment Roster.
- Service Provider must complete and submit an Enrollment Roster within 2 weeks after the cycle start date.
- Service Provider must complete the last column of the Enrollment Roster by verifying which participants have completed/graduated the program and submit it to OWD within 2 weeks after the cycle end date.
- The participant's documentation must be collected, verified, and maintained in the Service Provider's file and OWD must approve the participant listed on the enrollment roster to be considered "an enrollment". As NJT staff will perform spot checks of provider files during Site Visits – all verification documents should be available for review at the provider's location but *should not be uploaded to the BOX folder*.
- Providers are required to maintain accurate, up-to-date attendance records for each NJT skills training participant, which should also be available at the site for review.
- 25% of participants enrolled into the job training program under NJT must meet one or more of these criteria: Ex-offender and other individuals with CORI issues, homeless or near-homeless individuals, housing voucher recipients, or TANF recipients. Please note the criteria for Targeted Enrollment definitions.
- With OWD's approval the service provider can over-enroll by 20% of the enrollment number approved during grant agreement negotiation. All participants who are over-enrolled into the program must fit all the NJT participant eligibility criteria to be counted as an enrollment and be enrolled into the program within the grant period.

SITE VISITS AND FILE REVIEWS

Site Visits to NJT-funded service providers are conducted at least once per grant year. The purpose of a site visit is for OWD to get better acquainted with the provider's programming and to conduct a File Review. We may review a sample or all NJT participant files during our visit. The following should be included in an NJT Participant file:

- ☐ A copy of the participant's intake form
- ☐ Proof of Boston residency
- ☐ Proof of age
- ☐ Household income (this includes proof of income, Family Size Worksheet, and Income Calculation Sheet (s))
- ☐ Signed and completed Authorization for Release of Information Form*
- ☐ Resume
- ☐ Attendance Record

**must be uploaded to BOX folder*

All participant files must be archived/stored for at least 7 years in case of future audits.

NJT may request a Classroom Observation, which could consist of speaking with participants in the program regarding their opinion of the quality of the services delivered. Participants may be asked to share and provide feedback about their experience in the program. Other site visits could include help with technical assistance as requested, and/or presence at program events such as graduations/special events.

INVOICING

Service providers should bill regularly by completing and submitting the NJT Outcome invoice, the Employee Verification form or a generated form by the Employer or the Educational Program Administrator with all the information OWD requests. The verification form must be completed and signed by the Employer or Educational program administrator and the NJT Authorization for Release of Information form must be signed by the participant listed in the invoice. NJT strongly encourages provider organizations to bill for participants in each completed cycle as the contract progresses through the grant period.

Allowable Employee Verification Documents:

- Completed and signed NJT Employee Verification form from the participant's Employer which includes all NJT-requested information.
- Copy of New Hire Letter and copies of 4 consecutive paystubs if paid weekly or 2 consecutive paystubs if paid bi-weekly or semi-monthly. (From these two documents OWD should be able to determine start date, 30-day retention, participant's job title, hourly wage, number of hours worked weekly, and the nature of the participant's benefits. If not, the NJT Service Provider must obtain another form of verification from the participant's employer.)
- Letter from participant's advisor or the educational program administrator verifying part-time or full-time enrollment in post-secondary education program and the certificate or degree anticipated at the time of completion.

Information to Note:

- This is a performance-based grant, with 50% of the payments contingent upon job placements. For compensation, OWD requires that all placements occur within the grant period or within the 90-day period following the grant's end.
- All providers have 100 calendar days after their grant agreement expires to submit their final invoice to OWD. If your organization does not reach the placement goal or misses the deadline to submit their final invoice, any remaining funds committed to your organization will go back into the Trust and will no longer be available for invoicing.

CORRECTIVE ACTION

This process occurs prior to grant agreement suspension and/or termination, and the de-obligation of funds, and after all other technical assistance efforts have been ineffective in reaching a resolution.

OWD Program Management will initiate corrective action in the following situations:

- When a regulatory violation has occurred.
- When participants' health or safety is threatened.
- When primary services have not been delivered.
- When funds have been improperly expended; or
- If performance is significantly below plan

GRANT EXTENSION REQUEST PROCEDURE

It is expected that all providers will complete the agreed upon scope of work within the stated time parameters of the grant agreement. If during the term of the grant, the vendor is deemed by the NJT Program Manager or has self-reported difficulty with meeting the negotiated terms, then Technical Assistance will be provided to the vendor to assist with meeting deliverables. Extenuating circumstances must be proven to secure an extension. Grant agreement extension requests will be reviewed on a case-by-case basis. Requests must be made at least 90 days before the term of the agreement ends.

Requests for an extension must be submitted in writing with supporting documentation as to the reason for the extension, its duration, and efforts to date to meet grant outcomes. Please note that a provider's responsiveness and adherence to administrative requirements will also be considered.

NJT PARTICIPANT ELIGIBILITY

All Service Providers must enroll individuals in need of skilled employment who are unemployed or underemployed. This can include unemployed people who have been out of the labor force for some time, as well as individuals who are underemployed. Underemployed can mean those in temporary, part-time, or unstable positions, those working in jobs without benefits, and those whose income does not suffice to meet the needs of their families.

Participants funded by this grant must meet these eligibility criteria:

- Boston resident (see Boston neighborhood zip code table below)
- 18 years old or older
- Must be willing and able to be placed in and retain full-time, unsubsidized employment or be placed in post-secondary education leading to a career offering full-time employment at a living wage.
- Must meet income guidelines of being at or under the income benchmarks.

- Targeted Enrollment Benchmark – at least 25% of the individuals enrolled in the training program funded by NJT must come from one of these target populations:
 - Ex-offenders and other individuals with CORI issues
 - Homeless or near-homeless individuals
 - Housing voucher recipients; or
 - TANF recipients.

Participant files must contain the following:

- A copy of the participant's intake form
- Proof of Boston residency
- Proof of age
- Household income (includes Proof of Income, Family Size Worksheet, and Income Calculation Sheet(s))
- Signed and completed Authorization for Release of Information Form
- Resume
- Attendance Record

Other documents that service providers may include in participant's files:

- Individual Service Plan
- Case Notes
- Job Search Records
- Pre and Post Tests or Assessment Tools

BOSTON NEIGHBORHOOD ZIP CODES

Neighborhood	Zip Codes
Allston	02134, 02163
Back Bay	02116
Beacon Hill/ Downtown	02108
Beacon Hill/ West End	02114
Boston/Other	02467*
Brighton	02135
Charlestown	02129
Chinatown and Surrounding Areas	02111
Dorchester	02122, 02124, 02125
East Boston	02128
Fenway	02115
Fenway/ Kenmore	02215
Financial District	02110
Financial District/ North End	02109
Government Center	02203
Hyde Park	02136
Jamaica Plain	02130
Mattapan	02126
Mission Hill	02120
North End	02113
Prudential Center	02199
Roslindale	02131
Roxbury	02119, 02121
South Boston	02127
South Boston Waterfront	02210
South End	02118
West Roxbury	02132

*02467 includes portions of both Boston and Chestnut Hill

ELIGIBILITY WORKSHEETS

The following checklists and forms are included to help program administrators determine participants' NJT eligibility. In addition to the eligibility guidelines and list of acceptable documents to demonstrate proof of eligibility, template forms and worksheets are included that, although not required, may be helpful during the enrollment process. Please review the following pages and contact NJT with any questions before working with potential participants. Examples of completed sample forms for both applicants and providers are included at the end of this handbook.

NJT ENROLLMENT WORKSHEET & CHECKLIST

**This enrollment worksheet is not required but may be used as a tool in gathering the necessary enrollment data and tracking the required eligibility documentation for each participant.*

Participant Name: _____
DOB: _____
Address: _____

Cycle/ Cohort #: _____
Start Date: _____
End Date: _____

DEMOGRAPHIC ENROLLMENT DATA

Gender:		Highest Level of Education:	
Race:		Household Size:	
Hispanic or Latino/-a/-e/-x:		Annual Household Income:	
Native Language:		Household Income Type:	
		Participant Annual Earnings:	

ELIGIBILITY DOCUMENTATION

Include each of the following in the participant file. These documents should match the data in your enrollment roster.

Eligibility Criteria/ Documentation	Type of Documentation Provided	Collected/ Completed
Intake Form		<input type="checkbox"/>
Boston Residency		<input type="checkbox"/>
Age 18+		<input type="checkbox"/>
Proof of Household Income at or below 80% Boston's AMI		<input type="checkbox"/>
	Family Size Worksheet	<input type="checkbox"/>
	Income Calculation Worksheet(s)	<input type="checkbox"/>
Authorization for Release of Information	NJT Form	<input type="checkbox"/>
Resume		<input type="checkbox"/>

BARRIERS

Targeted Enrollment Benchmarks (check all that apply)			
<input type="checkbox"/> TANF/ TAFDC Recipient	<input type="checkbox"/> Housing Voucher Recipient	<input type="checkbox"/> CORI	<input type="checkbox"/> Homelessness or near homelessness

COMPLETION STATUS

Completed/ Graduated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Graduation/ End date:
-----------------------	------------------------------	-----------------------------	-----------------------

Proof of Boston Residency

Verification

NJT funds can only be used to provide services to Boston residents. Before participants are enrolled in NJT-funded skills training programs, they must provide the following required proof of primary residency to the training center as part of their enrollment. Participants will not be approved without the required documents.

A photo ID plus one the following documents: *(If the photo ID does indicate participant's current address a secondary document is not necessary)*

- ☐ A Utility Bill (not water or cell phone) dated within the past 60 days of enrollment.
- ☐ A Deed, Mortgage Payment dated within the past 60 days of enrollment, or Property Tax Bill dated within the last year
- ☐ A current Lease, Section 8 Agreement, or a notarized letter verifying residency from the owner or lessee of the property where the participant lives. This letter must be signed by the property owner.
- ☐ A W2 form dated within the year, or a Payroll Stub dated within the past 60 days of enrollment.
- ☐ A Bank or Credit Card Statement dated within the past 60 days of enrollment.
- ☐ A letter from homeless shelter
- ☐ A letter from an Approved Government Agency* dated within the past 60 days of enrollment.
- ☐ Other: _____

***Approved government agencies:** *Departments of Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security, any communications on Commonwealth of Massachusetts Letterhead.*

This list is not exhaustive; if there is another official document that the participant can provide to prove Boston Residency please obtain the approval of **Liz Hughes, Senior Program Manager for NJT at liz.hughes@boston.gov. If approved, you can utilize the document as "Other".*

Proof of Age

Verification

NJT program participants must be 18 years of age or older at the time of their enrollment in the program. Before participants are enrolled in NJT-funded skills training programs, they must provide the following required Proof of Age to the training center as part of their enrollment. Participants will not be approved without the required documents.

Proof of Age includes providing the full name and date of birth. Listed below are acceptable documents that can be used, provided they include the participant's full name:

- ☐ **Driver's License:** Driver's License, Learner's Permit or State-Issued Identification Card from MA or another state, Puerto Rico, a U.S. territory, or a Canadian province, and must have expired less than two years ago. The DL/ID or learner permit submitted must include a photo.
- ☐ **Birth Certificate:** Certified birth certificate issued by a government agency in the U.S., Puerto Rico, a U.S. territory, or Canada, or U.S. Report of Consular Birth Abroad.
- ☐ **Motor Vehicle Driver's Record:** Certified MA Motor Vehicle Record, Non-Certified NC Motor Vehicle Record.
- ☐ **US Military ID:** Valid unexpired U.S. military ID, including DD-2, DD-214, or U.S. Military Dependents Card, U.S. Veteran Universal Access Card.
- ☐ **Passport:** Valid, unexpired passport from any nation.
- ☐ **Certified Marriage Certificate:** Certified marriage certificate from a Register of Deeds or government agency in the U.S., Puerto Rico, U.S. territories or Canada.
- ☐ **Court Documents:** Court documents from U.S. jurisdictions, Puerto Rico, U.S. territories or Canada.
 - Divorce decree
 - Court order for change of name or gender
 - Adoption papers
 - Certified court order for child support
- ☐ **Other:** _____

This list is not exhaustive; if there is another official document that the participant can provide to prove age please obtain the approval of **Liz Hughes, Senior Program Manager for NJT at liz.hughes@boston.gov. If approved, you can utilize the document as "Other".*

HUD 2024 INCOME LIMITS FOR NJT

Boston Primary Metropolitan
Statistical Area

NJT Funds may only be used to serve clients who are at or below 80% of
Boston's Area Median Income (AMI)

Family Size	2024 NJT Income Limits	
	Very Low Income 50% AMI	Low Income 80% AMI
1	\$57,100	\$91,200
2	\$65,300	\$104,200
3	\$73,450	\$117,250
4	\$81,600	\$130,250
5	\$88,150	\$140,700
6	\$94,700	\$151,100
7	\$101,200	\$161,550
8	\$107,700	\$171,950

NJT Income Eligibility Documentation Guidelines

To determine if a person meets the NJT income guidelines, providers will need to establish the income source(s) and the family size. The following guidelines are intended to help providers determine what documents to request and how to conduct calculations.

Household must provide written documentation of all income for all family members at least 18 years of age. Acceptable documentation includes four consecutive pay statements if paid weekly, or two consecutive pay statements if paid bi-weekly or semi-monthly, a letter from an employer for wage earners, and an award letter from the administering agency if the applicant is receiving public assistance, i.e., TAFDC, UI, SSI/SSDI, etc. Also, for applicable higher education programs, submission of the Free Application for Federal Student Aid (FAFSA®) can act as proof for household size and income.

Documentation cannot be older than 60 days and all documentation must be included in the applicant's file with attached income calculation sheet for each household member who has a source of income.

1. If the person has had **no income in the past 60 days**, have them sign the applicant statement form verifying this information. It will be in your organization's interest to establish how they will support themselves (and their family) for the duration of the program. NJT recommends that you add this information in a written statement.
2. To determine **family size** for the NJT contract: family is defined as "two or more persons related by blood, marriage, or decree of court, who are living together in a single residence". A family may also be composed of two or more people living together (this excludes roommates but includes partners) and/or one of whom is a dependent child under the age of 18 (up until 18th birthday) and are included in one or more of the following categories:
 - A. *Applicant, spouse, and dependent children*
 - B. *Parent or guardian (that is, the applicant) and dependent children*
 - C. *Applicant and spouse*
 - D. *Applicant and applicant's partner*
 - E. *Applicant, applicant's partner, and dependent children*
3. Acceptable documentation of family size can be an Internal Revenue Service 1040 tax form from the previous year or a signed applicant statement.
4. If there is a spouse or partner in the household, the spouse's or partner's income must be declared and documented before you can determine if the applicant meets the income guidelines.
5. If the applicant is a young adult who is living in the parents' home but is not a dependent, you should gather information about the family's financial situation, then consult with OWD to help determine eligibility. The decision will be made on a case-by-case basis considering the goal to use NJT funding to serve people who do not have alternative means to pay for training.

Family Size Worksheet

I, _____, hereby state under the penalty of perjury that my family size is: _____ (which includes myself.)

The following are the names, relations of family members and income that each family member contributes to the household income, **including myself**:

Full Name	Relationship to Applicant	Annual Income (attach income calculation worksheet)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

For determining family size for the NJT grant, family is defined as “two or more persons related by blood, marriage, or decree of court, who are living together in a single residence”. A family may also be composed of two or more people living together (this excludes roommates but includes partners) and/or one of whom is a dependent child under the age of 18 (up until 18th birthday) and are included in one or more of the following categories:

- *Applicant, spouse, and dependent children*
- *Parent or guardian (that is, the applicant) and dependent children*
- *Applicant and spouse*
- *Applicant and applicant’s partner*
- *Applicant, applicant’s partner, and dependent children*

I attest the information stated above is true and accurate, and understand that the above information, if misrepresented or incomplete, may be grounds for my immediate termination from program participation and/or penalties as specified by law.

Applicant’s Signature: _____

Date: _____

Staff Person: _____

Date: _____

Agency: _____

NJT Income Calculation Sheet

Please include income documentation from within the last 60 days prior to enrollment.

Household Name: _____

Head of Household (HOH)? (circle) **Yes** (or) **No** (if "No" please complete the next line)

Relationship to HOH: _____

For Wages, only fill out one section depending on how often you receive a paycheck

Wages: <i>(if paid weekly)</i>				<u>Totals</u>
Week 1	+ _____			
Week 2	+ _____			
Week 3	+ _____			
Week 4	+ _____	= _____/4	x 52= _____	1. _____
Wages: <i>(if paid bi-weekly)</i>				
Weeks 1-2	+ _____			
Weeks 3-4	+ _____	= _____/2	x 26= _____	2. _____
Wages: <i>(if paid semi-monthly)</i>				
Pay period 1	+ _____			
Pay period 2	+ _____	= _____/2	x 24= _____	3. _____
DTA Cash Assistance <i>(not SNAP)</i>				
12 <i>(monthly)</i>	_____ x 12	= _____		4. _____
Child Support <i>(circle frequency)</i>				
12 <i>(monthly)</i>	_____	x 12 _____		
26 <i>(bi-weekly)</i>	_____	x 26 _____		
24 <i>(semi-monthly)</i>	_____	x 24 _____		
52 <i>(weekly)</i>	_____	x 52 _____		5. _____
SSI/SSDI monthly	_____ x 12	= _____		6. _____
Unemployment weekly	_____ x 52	= _____		7. _____
Other _____ <i>(circle frequency)</i>				
12 <i>(monthly)</i>	_____	x 12 _____		
26 <i>(bi-weekly)</i>	_____	x 26 _____		
24 <i>(semi-monthly)</i>	_____	x 24 _____		
52 <i>(weekly)</i>	_____	x 52 _____		8. _____
Total yearly income				Add 1-8: _____

APPLICANT STATEMENT

The Applicant Statement may be used to document eligibility for family income when all other attempts to secure documentation have been exhausted. This form may also be used to describe the applicant's housing situation.

Required: I attest that the information provided is true and accurate, and understand that the information, if misrepresented, or incomplete, may be grounds for immediate termination and/or penalties as specified by law. I further acknowledge that the accuracy of the information for eligibility is subject to external verification and may be released for such purposes.

Example of qualifying Statement:

I certify under the penalty of perjury that I have not received any income from any source during the past 60 days, that I had not been employed during that time and have been supported by donations/contributions from relatives and friends.

I, _____, hereby attest and certify, under penalty of perjury that I

APPLICANT'S SIGNATURE _____ DATE _____

APPLICANT'S ADDRESS _____ CITY _____ STATE ____ ZIP _____

Program Operator Use Only

The above Applicant Statement is being utilized for documentation of the following eligibility criteria:

☐ Individual/Family Income

☐ Housing situation



Date: _____

Dear Employer,

The Mayor's Office of Workforce Development (OWD) invests in Boston's workforce by funding a wide range of employment services, including skills training program for job seekers and incumbent workers. OWD is now contacting you because a person you recently hired or enrolled into your educational program participated in an OWD skills training program funded by the Neighborhood Jobs Trust. Your feedback provides important information to us about the effectiveness of the programs we support.

A staff person from OWD will be contacting your department or the designated contact person to verify information.

We thank you in advance for your cooperation. I can be reached at liz.hughes@boston.gov for comments or questions.

Below, please find the signed **Authorization for Release of Information** from the skills training program enrollee.

Sincerely,

Liz Hughes
Senior Program Manager
Neighborhood Jobs Trust

AUTHORIZATION FOR RELEASE OF INFORMATION

(Valid for 3 years)

I, _____, authorize my employer or educational institution to release information regarding my employment or academic record to the Office of Workforce Development and/or the job training agency named below. This information will be used for the sole purpose of confirming employment or post-secondary enrollment upon completing a training program funded by the Office of Workforce Development.

Signature of Enrollee: _____

Print Name: _____

Date: _____ Job Training Agency: _____

NJT TARGETED ENROLLMENT BENCHMARKS

All programs funded under NJT will be expected to enroll at least 25% TANF recipients, Housing Voucher recipients, homeless or near-homeless individuals, or people with CORI issues. Please see definitions below:

TANF/TAFDC RECIPIENTS

Transitional Aid to Families with Dependent Children (TAFDC) also known as TANF (Temporary Assistance for Needy Families) is a government program that gives cash and health insurance to needy families with dependent children. TAFDC helps families meet the basic needs of their children. TAFDC is sometimes called "welfare" or "public assistance."

HOUSING VOUCHER RECIPIENTS

A participant who is currently a recipient of one of the following housing vouchers:

- Mobile or Project-Based Section 8 voucher which is funded by the federal government through the U.S. Department of Housing and Urban Development (HUD)
- Massachusetts Rental Voucher Program (tenant-based vouchers) which is a state-funded voucher program. There are two components to this program: tenant-based (or mobile) vouchers, and project-based (non-mobile) vouchers.
- Alternative Housing Voucher Program, a state-funded program provided to people with disabilities under 60 years of age and their families, and who are on waiting lists for state public elderly/disabled housing at housing authorities that have rented 13.5% of their apartments to non-elderly disabled tenants.
- The Department of Mental Health (DMH) rental assistance program which is a state-funded rental subsidy program.

Please note tax-credit units or moderate-income units will not be considered under this definition of housing voucher.

CORI

A CORI (Criminal Offender Record Information) is a person's criminal history. An individual will have a Massachusetts CORI if they have ever been charged with a crime in a state or federal court in Massachusetts, whether their case ended with a conviction, a finding of not guilty, charges were dismissed, or another outcome.

An individual's CORI is a record of all criminal cases where they appeared before a judge in a court in Massachusetts. Their CORI includes pending charges, prior convictions, and cases that ended without a conviction (for example, a finding of not guilty, or cases that were dismissed).

HOMELESSNESS

- In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings (on the street).
- In an emergency shelter.

- In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters.
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution.
- Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and lacks resources and support networks needed to obtain housing.
- Is being discharged within a week from an institution, such as a mental health or substance abuse treatment facility or a jail/prison, in which the person has been a resident for more than 30 consecutive days, no subsequent residence has been identified, and the person lacks the resources and support networks needed to obtain housing.
 - For example, a person being discharged from prison after more than 30 days is eligible ONLY IF no subsequent residence has been identified and the person does not have money, family, or friends to provide housing.
- Is fleeing a domestic violence housing situation and no subsequent residence has been identified and lacks the resources and support networks needed to obtain housing.

NEAR HOMELESSNESS OR AT-RISK OF HOMELESSNESS

- Has moved because of economic reasons 2 or more times during the 60 days immediately preceding enrolling into the program.
- Is living in the home of another because of economic hardship.
- Has been notified within 60 days of enrollment that their right to occupy their current housing or living situation will be terminated within 30 days.
- Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals.
- Lives in an SRO or studio apartment in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room (overcrowded housing).
- Is exiting a publicly funded institution or system of care or otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.

DOCUMENTING BENCHMARK CATEGORIES

Please collect documentation that verifies this information. This can also be a self-certified statement if no other documentation is available. OWD relies on providers to flag participants who fit the 25% benchmark and then verify this in their file. For example, if a participant receives TANF, a copy of their award letter; if the participant is a Housing Voucher recipient, a copy of their recertification letter, or voucher certificate. For CORI and homelessness, when the “proof” is more difficult to document, a self-certified statement may be the most feasible option. Feel free to contact Liz Hughes, Senior Program Manager for NJT at liz.hughes@boston.gov to discuss options for documentation.








BOX® DOCUMENT SYSTEM

NJT utilizes the Box document management system, a cloud-based platform that enables both NJT staff and our grantee partners to upload and review required documents. A folder will be set up for each organization for each grant year, and designated individuals within that organization will be invited to access, share, and edit the folder as appropriate. Each organization's folder will contain various subfolders, designated by their purpose. NJT prefers that grantee partners upload all documents directly to Box, rather than emailing them to us, ***though we do request that you notify us via email when you have uploaded your grant agreement, eligibility, invoicing, or other relevant documents so that we are aware that you have done so and can review and process your documents and invoices promptly.*** We are happy to help with your questions about using Box and advise you on managing content.


YOUR BOX FOLDER

Your Box folder will look similar to this and contains the following subfolders: Grant Agreement, Enrollment, Invoicing, and information on using Box at NJT. Note that the position of subfolders is not static; the most-recently updated folder will move to the top whenever a document is added or changed.

Partner Sample Box Folder:

NAME ↑	UPDATED	SIZE
 Contracting	Sep 9, 2022 by Anna Sherr	11 Files
 Enrollment	Sep 9, 2022 by Anna Sherr	2 Files
 Invoicing	Sep 9, 2022 by Anna Sherr	3 Files
 Getting Started with NJT.boxnote	 Sep 9, 2022 by Anna Sherr	9.9 KB
 Resources & Eligibility Criteria Folder	 Sep 9, 2022 by Anna Sherr	--

Grant Agreement – contains:

NAME ↑	UPDATED	SIZE
 Contract	Sep 9, 2022 by Anna Sherr	0 Files
 Forms and Uploads	Sep 9, 2022 by Anna Sherr	10 Files
 Instructions & Checklist.docx	Sep 9, 2022 by Anna Sherr	16.7 KB

Forms and Uploads Subfolder – Notes:

- For all forms designated “Fillable”, please type directly into the document. Please do not submit these forms signed – they will be signed later via DocuSign.





Grant Agreement Subfolder – Notes:

- Will initially include the draft copy of the grant agreement, which should be reviewed by the Service Provider’s team.
- The Executed grant agreement will be added after it is completed and signed.





Cash Flow Advance Template Letter:

- NJT grant agreements stipulate that the grantee will receive a 50% advance payment once the grant agreement is executed, but the grantee must provide a request for that payment. Please use the provided template, found on page 37, replacing all text indicated in red with your organization’s details, and use your organization’s letterhead.

Enrollment – contains:

NAME ↑	UPDATED	SIZE
 Authorization of Release Form Uploads	Sep 9, 2022 by Anna Sherr	0 Files
 Enrollment Roster Upload	Sep 9, 2022 by Anna Sherr	0 Files
 Enrollment-Roster Template.xlsx	Sep 9, 2022 by Anna Sherr	31.1 KB
 NJT Authorization for Release of Information_Fillable.pdf	Sep 9, 2022 by Anna Sherr	98.1 KB

Invoicing – contains:

NAME ↑	UPDATED	SIZE
 Invoice 1	Sep 9, 2022 by Anna Sherr	0 Files
 Invoice 2	Sep 9, 2022 by Anna Sherr	0 Files
 Invoice 3	Sep 9, 2022 by Anna Sherr	0 Files
 Invoice 4	Sep 9, 2022 by Anna Sherr	0 Files
 Invoicing Instructions	Sep 9, 2022 by Anna Sherr	3 Files

Resources & Eligibility Criteria – includes:

- Current NJT Handbook
- NJT Orientation Materials
- Various NJT training materials
- Fillable Participant Eligibility forms

Getting Started with Box: <https://support.box.com/hc/en-us/categories/360003187914-Getting-started>

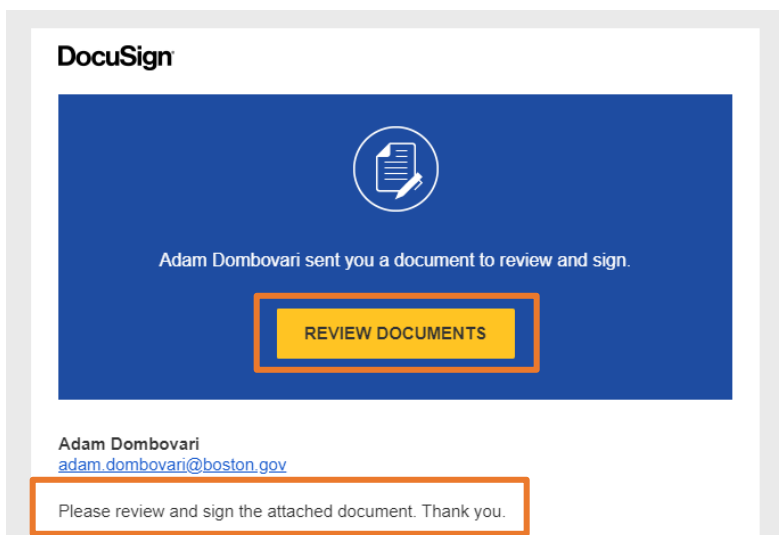
- Please refer to this document for helpful information on the Box document system.

DOCUSIGN®

The instructions below outline how to use DocuSign to review and sign documents electronically. DocuSign will be used for your NJT grant agreement execution and other key forms. Visit the DocuSign Resource Center at <https://support.docusign.com/> for additional resources, FAQs, and tutorials.

RECEIVING AND SIGNING A DOCUMENT

1. When someone sends you a DocuSign document to sign, you will receive an email from DocuSign sent on behalf of the sender. Open the email and review the message, then click “Review Documents”:



2. Once you've clicked "Review Documents", DocuSign will bring you into its platform. Select the checkbox "I agree to use Electronic Records and Signatures".

NOTE: To view and sign the documents in DocuSign, you must agree to conduct business electronically.

Please Review & Act on These Documents



Please review and sign the attached document. Thank you.

3. Hit "continue" to review the document:

4. Click the "Start" tag on the left to begin the signing process. You will be taken to the first signature field requiring your action:

5. If you haven't set one up already, DocuSign will prompt you to adopt a signature. Verify your name and initials. You can change the default signature style by clicking on "Change Style". When you're done, click "Adopt and Sign".

route and add your signature

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*
Adam Dombovari

Initials*
AD

SELECT STYLE DRAW UPLOAD

PREVIEW

DocuSigned by:
Adam Dombovari
B439F6F68A7A481...

DS
AD

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Change Style

- After you finished reviewing and actioning all signature tags in the document, click on “Finish” to confirm signing:

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS

Leases_Licenses_Orga_Sheet.pdf 1 of 1

DocuSign Envelope ID: 30A81C4-90A4-4CAF-B25E-A3D4B5629143

TEST CONTRACT

External Party Signature: Adam Dombovari Date: 5/8/2020

General Counsel Signature: _____ Date: _____

BPDA Director Signature: _____ Date: _____

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
589 3rd Ave., Suite 1700 • Seattle • Washington 98104 • (206) 219-0000
www.docusign.com

- DocuSign will offer you the option to sign up for a free account. Click “No Thanks” and the message “You’re All Done” will appear confirming that you completed the document.

After you have signed the grant agreement, it will be circulated within our system for City of Boston signatures. This process can take some time; OWD staff will notify you when the process is complete. Once all signatures have been obtained, your cash advance letter will be submitted for payment. Payments can take up to 30 days to be processed.

NJT GRANT CALENDAR & DEADLINES 2025 - 2026

RFGA Released	Friday February 28th, 2025
Q&A Session	Friday March 7th, 2025 at 1PM
Letters of Intent Due (optional but recommended)	Tuesday March 18 th , 2025 at 5PM
Applications Due	Thursday March 27 th , 2025 at 5PM
Anticipated Notice of Awards	Monday April 30 th , 2025
Anticipated Contract Start Date	July 1st, 2025
Program Orientation Meeting(s)	TBD - May
Contract Negotiation Meetings	TBD – late May/early June
Contract Forms Due/ Updated Budget (if applicable)	June 13 th , 2025
Contract Execution via DocuSign	Early July
1 st Quarter	July 1 – September 30, 2025
2 nd Quarter	October 1 – December 31, 2025
3 rd Quarter	January 1 – March 31, 2026
4 th Quarter	April 1 – June 30, 2026
Contract End Date	June 30th, 2026
All placements complete, 30-day retention achieved	September 28 th , 2026
Final Invoices Due	October 8 th , 2026

GRANT-RELATED GLOSSARY OF TERMS AND ACRONYMS

AA/EEO = Affirmative Action/Equal Employment Opportunity ABE = Adult Basic Education

AEI = Alternative Education Initiative

AMI = Area Median Income

Box® = The Box document management system is a cloud-based platform that enables users to upload and review required documents. NJT utilizes Box for a variety of purposes, including housing all documents pertaining to the programs operated by our grantees.

BPDA = Boston Planning and Development Agency BHA = Boston Housing Authority

BMRB = Boston Municipal Research Bureau BPIC = Boston Private Industry Council BRA = Boston Redevelopment Authority

BYSN = Boston Youth Services Network

CBO = Community-Based Organization

CDBG = Community Development Block Grant

CFDA number = Catalog of Federal Domestic Assistance (a number assigned in the awarding document to most grants and cooperative agreements funded by the Federal government)

CNA = Certified Nursing Assistant

COB = City of Boston

CommCorp = Commonwealth Corporation, quasi-public state agency that administers Workforce Training Fund Programs (WTFP) <https://www.mass.gov/info-details/overview-of-the-commonwealth-corporation>

COMMBUYS = the Commonwealth's electronic procurement system, available to all public agencies in the state to post solicitations free of charge Completion: an individual who has fulfilled all the requirements specified in an organization's grant contract with NJT and is therefore able to be counted towards payment of grant funds to that organization.

Grant Agreement Execution: The process of officially confirming the details and signing of a grant agreement between NJT and a Service Provider (also known as a grantee, partner, or vendor). Certain officials within NJT and a designated person within the Service Provider's organization will be responsible for approving and signing the grant agreement (via the DocuSign® process).

CORI = Criminal Offender Record Information CPO = Chief Procurement Office

DCF = Department of Children and Family Services DEI = Diversity, Equity, and Inclusion

DMH = Department of Mental Health

DocuSign®: A secure, legal electronic process that allows documents to be remotely routed and signed via eSignature, saving time and money, and providing a green alternative to traditional paperwork. NJT uses this process for all grant agreements

DOR = Department of Revenue

DTA = Department of Transitional Assistance DYS = Department of Youth Services

EDIC = Economic Development and Industrial Corporation

Enrollment: Referring to an individual who is legitimately participating in an NJT- sponsored grant-funded program run by a grantee/partner/vendor.

EPLS = Excluded Parties List System (refers to individuals and entities debarred or suspended from doing business with the federal government)

EPP = Equitable Procurement Plan: a collection of measures and procedural changes that address the barriers that impinge on Minority and Women-Owned Business Enterprises (M/WBE) participation in City of Boston contracting opportunities.

ESAC = Community-based nonprofit and multi-service agency that strives to improve the quality of life for residents of Boston and eastern Massachusetts.

ESOL = English for Speakers of Other Languages

FAFSA® = Free Application for Federal Student Aid, used to obtain loans for students in higher education programs.

GAIN = Global Appraisal of Individual Needs (GAIN) assessment measures the scope of issues related to substance use disorder and the utilization of services

Grantee/Partner/Service Provider/Vendor: interchangeable terms for organizations that have received grant funding from the Neighborhood Jobs Trust (NJT).

HOH = Head of Household

HUD = Housing and Urban Development

ICT = Information and Communications Technology

IEP = Individual Education Program (for children who need special instruction/alternative education)

IFB = Invitation for Bid

LAP = Language Access Papers (newspapers/publications in languages other than English)

LSAF = Labor Surplus Area Firm LOI = Letter of Intent

Linkage Fee: A fee levied by the Boston government that requires large scale commercial developments over 50,000 square feet in the city to pay into funds that support the creation of affordable housing and workforce development. Also known as Linkage Fund.

Living Wage: A living wage is the minimum income necessary for a worker to meet their basic needs. The amount varies by location and changes from year-to-year. The current living wage for the Boston area is \$18.20/hour for fiscal 2024.

MAPPO = Massachusetts Association of Public Purchasing Officials

MAPT = Massachusetts Adult Proficiency Tests (MAPT) comprise ABE reading and math tests at several levels.

MASBO = Massachusetts Association of School Business Officials MASBIS = Massachusetts Career Information System (aka MassHireCIS)

MCPPO = Massachusetts Certified Public Purchasing Official. The state offers classes for individuals who perform public purchasing, and in the private sector to promote professionalism and excellence in the process.

MDCS = MassHire Department of Career Services MGL = Massachusetts General Laws

MMLA = Massachusetts Municipal Lawyers Association

MOA = Memorandum of Agreement

MOSES = Massachusetts One-Stop Employment System

MSBA = Massachusetts School Building Authority

M/WBE = Minority and Women-Owned Business Enterprises

NIA = Notice of Intent to Award (a contract for goods or services)

NJT = Neighborhood Jobs Trust, often referred to as "The Trust"

OJT = On the Job Training

OWD = Office of Workforce Development

Participant: an individual who is legitimately enrolled in an NJT-sponsored grant- funded program run by a grantee/partner/vendor.

PARCC = The Partnership for Assessment of Readiness for College and Careers (PARCC) is a group of states that brought teachers, administrators and experts together to develop tests to measure how well students understand and are able to apply the skills and knowledge required by the state standards.

PIC = (Boston) Private Industry Council

RAFT = Residential Assistance for Families in Transition RFGA = Request for Grant Applications

RFP = Request for Proposal

RFQ = Request for Quotes

SBP = Sound Business Practices refers to the purchases or supplies or services estimated to cost less than \$10,000. These must be awarded to the lowest responsible and responsive quote

Section 8: The Housing Choice Voucher Program, a program run by the Federal government to assist low-income families, is also known as Section 8.

SFQ: = Solicitation for Quotes

SOMWBA = State Office of Minority and Women's Business Assistance SOW = Statement of Work

SRO = Single Room Occupancy

SSI/SSDI = Supplemental Security Income/Social Security Disability Insurance

Synchronous Instruction = Real-time classroom instruction delivered either in-person or via a platform such as Zoom, in which students and their teacher meet at a scheduled time, fostering a sense of community as well the opportunity for interaction. Asynchronous instruction is an alternative in which students progress through a set of lessons and materials at their own pace.

TAFDC = Transitional Aid to Families with Dependent Children TANF = Temporary Assistance for Needy Families

TEB = Targeted Enrollment Benchmark

UI = Unemployment Insurance

U.S.C. = United States Code

WBE = Women's Business Enterprise WDB = Workforce Development Board

WIOA = Workforce Innovation and Opportunity Act

WTFP= Workforce Training Fund Programs

YEE = (City of Boston Dept. of) Youth Engagement and Employment YEO = Youth Employment and Opportunity

YTTF = Youth Transition Task Force Y = Youth

YW = Youth Works

YYA = Youth and Young Adults

SAMPLE DOCUMENTS

The following pages contain sample documents to assist you in uploading required documents for your contract and as a guide for working with information needed from participants.

Family Size Worksheet – Sample

I, Mary J. Doe, hereby state under the penalty of perjury that my family size is: 5 (which includes myself.)

The following are the names, relations of family members and income that each family member contributes to the household income, including myself:

	Full Name	Relationship to Applicant	Annual Income <i>(attach income calculation worksheet)</i>
1.	Mary J. Doe	Self	\$20,000
2.	John M. Doe	Husband	\$25,000.30
3.	Margaret C. Doe	Daughter	-0-
4.	Joseph P. Doe	Son	-0-
5.	Paul J. Doe	Son	-0-
6.			
7.			
8.			

For determining family size for the NJT contract, family is defined as “two or more persons related by blood, marriage, or decree of court, who are living together in a single residence”. A family may also be composed of two or more people living together (this excludes roommates but includes partners) and/or one of whom is a dependent child under the age of 18 (up until 18th birthday) and are included in one or more of the following categories:

Applicant, spouse, and dependent children

➤ *Parent or guardian (that is, the applicant) and dependent children*

➤ *Applicant and spouse*

➤ *Applicant and applicant’s partner*

➤ *Applicant, applicant’s partner, and dependent children*

I attest the information stated above is true and accurate, and understand that the above information, if misrepresented or incomplete, may be grounds for my immediate termination from program participation and/or penalties as specified by law.

Applicant’s Signature: Mary J. Doe Date: 6/18/2023

Staff Person: Jennifer Jones Date: 6/18/2023

Agency: XYZ Community Organization

Family Size Worksheet – Sample

Please include income documentation from within the last 60 days prior to enrollment.

Household Name: Doe

Head of Household (HOH)? (circle) Yes (or) **No** (if "No" please complete the next line)

Relationship to HOH: Wife

Wages: <i>(if paid weekly)</i>				
Week 1	+ _____			<u>Totals</u>
Week 2	+ _____			
Week 3	+ _____			
Week 4	+ _____	= _____/4	x 52= _____	
Wages: <i>(if paid bi-weekly)</i>				
Weeks 1-2	+ <u>\$961.55</u>			
Weeks 3-4	+ <u>\$961.55</u>	= <u>\$1923.10/2</u>	x 26= <u>\$25,000.30</u>	2. <u>\$25,000.30</u>
Wages: <i>(if paid semi-monthly)</i>				
Pay period 1	+ _____			
Pay period 2	+ _____	= _____/2	x 24= _____	3. _____
DTA Cash Assistance <i>(not SNAP)</i>				
12 <i>(monthly)</i>	_____ x 12	= _____		4. _____
Child Support <i>(circle frequency)</i>				
12 <i>(monthly)</i>	_____	x 12 _____		
26 <i>(bi-weekly)</i>	_____	x 26 _____		
24 <i>(semi-monthly)</i>	_____	x 24 _____		
52 <i>(weekly)</i>	_____	x 52 _____		5. _____
SSI/SSDI monthly	_____ x 12	= _____		6. _____
Unemployment weekly	<u>\$384.62 x 52</u>	= <u>\$20,000</u>		7. <u>\$20,000</u>
Other _____ <i>(circle frequency)</i>				
12 <i>(monthly)</i>	_____	x 12 _____		
26 <i>(bi-weekly)</i>	_____	x 26 _____		
24 <i>(semi-monthly)</i>	_____	x 24 _____		
52 <i>(weekly)</i>	_____	x 52 _____		8. _____
Total yearly income				Add 1-8: <u>\$45,000.30</u>

APPLICANT STATEMENT – SAMPLE

The Applicant Statement may be used to document eligibility for family income when all other attempts to secure documentation have been exhausted. This form may also be used to describe the applicant's housing situation.

Required: I attest that the information provided is true and accurate, and understand that the information, if misrepresented, or incomplete, may be grounds for immediate termination and/or penalties as specified by law. I further acknowledge that the accuracy of the information for eligibility is subject to external verification and may be released for such purposes.

Example of qualifying Statement:

I certify under the penalty of perjury that I have not received any income from any source during the past 60 days, that I had not been employed during that time and have been supported by donations/contributions from relatives and friends.

I, Albert Smith, hereby attest and certify, under penalty of perjury that I have not received any income from any source during the last 60 days, have not been employed during that time and have been supported with donations and contributions from family and friends. I am now homeless and have been staying with different family members and friends after being evicted from my apartment. I understand that this information, if misrepresented, or incomplete, may be grounds for immediate termination and/or penalties as specified by law. I further acknowledge that the accuracy of the information for eligibility is subject to external verification and may be released for such purposes.

APPLICANT'S SIGNATURE: Albert Smith DATE 2/13/2023

APPLICANT'S ADDRESS: 123 Any St.

CITY: Boston STATE: MA ZIP: 02110

Program Operator Use only

The above Applicant Statement is being utilized for documentation of the following eligibility criteria:

☐ Individual/Family Income

☐ Housing situation

CASH ADVANCE LETTER FOR ORGANIZATIONS:

NJT grant agreements are written so that 50% of the grant funds are advanced to the organization following contract execution, but the organization must submit a request for funds in the form of a Cash Advance Letter to receive said funds. Please see the following page for a sample letter.

Instructions: Please replace all **RED type** with your organization's details. Use your ORGANIZATION NAME in conjunction with your letterhead or logo.

XYZ Organization, Inc.
Replace with LOGO/LETTERHEAD

XXX Street Name, Floor/Suite XX
Boston, MA, 00000-0000
Phone: XXX-XXX-XXXX
Fax: XXX-XXX-XXXX

Today's date

Liz Hughes
Senior Program Manager
Neighborhood Jobs Trust
Mayor's Office of Workforce Development
43 Hawkins Street
Boston, MA 02114-2907

RE: Initial Request for Payment-Advance

Dear Ms. Hughes:

In accordance with the terms of the Neighborhood Jobs Trust grant agreement between **Organization's Name and Program** and the City of Boston Worker Empowerment Cabinet, this letter constitutes our initial request for payment. With the grant agreement now fully executed, as specified in the agreement we are requesting the cash flow-related advance in the amount of **\$0.00**.

Sincerely,

Name: Mary Jones
Title: Program Director
Direct Phone Number: XXX-XXX-XXXX
Email Address: MaryJones@XYZ.org