

ATTACHMENT A

Secretary's Ex-Offender Re-Entry Partnership
Planning Application

October 24, 2008

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1. Purpose. The Secretary's *Ex-Offender Re-entry Partnership Planning Grant Program* will provide resources to Local Workforce Investment Boards (WIBs) to plan a comprehensive and integrated Ex-Offender Re-entry service infrastructure. The grant should result in a transformative regional plan that builds regional capacity through committed partnerships that identify the resources and stakeholder support necessary to offer ex-offenders a comprehensive array of education, training and support services leading to their successful return to communities and increased individual and family economic capacity. These services should reflect the continuum of service highlighted in the report of the Governor's Interagency Task Force on Pre and Post Release Programming (see Attachment G).

2. Background. The Secretary's *Ex-Offender Re-entry Partnership Planning Grant Program* is an initiative of the Executive Office of Labor and Workforce Development. The grant supports the work of the Governor's Interagency Task Force on Pre- and Post-Release Programming, convened by the Executive Office of Labor and Workforce Development in March, 2008. The Task Force report suggests that communities can increase public safety by supporting the successful reintegration of ex-offenders into society through education, training, employment and necessary support services, including but not limited to housing, transportation, mental health/substance abuse treatment and counseling, and recovery.

Specific goals of the initiative include:

- **Increasing Ex-offender Success/Reducing Recidivism:** Increase levels of public safety and reduce recidivism and build stronger communities and families by increasing participation in the workforce for the re-entry population.
- **Increasing Service Connections/Leveraging Resources:** Increase the number of individuals in the state accessing support services, education/training and employment necessary for successful re-entry.
- **Building Partnerships/Best Practices:** Build regional capacity to serve customers through the application of lessons learned from this project to help all customers.

Partnerships applying for planning funding must address points posed in the Governor's Task Force report, including strategies to reduce recidivism and decrease financial and social costs to communities and government agencies of an individual's return to criminal behavior.

Additional information on the Governor's Taskforce Report, Continuum of Services, and the recently published Ex-Offender Re-entry Partnership Implementation grant may be found by accessing this link:

http://www.massworkforce.org/_uploads/iss/0836.doc .

3. Outcomes. One goal of the *Ex-Offender Re-Entry Partnership Planning Grant* application process is to assist regions in identifying gaps in services for ex-offenders, with a special focus on employment and training. The Commonwealth expects that regions submitting planning applications will demonstrate regional capacity building to better address the needs of the re-entry population by engaging a broad range of criminal justice and community partners.

Workforce Investment Boards *must* engage the following partners as part of the program planning, where appropriate. Key areas where multiple partners shall be involved include, but are not limited to, project planning, service design and delivery, and outcome reporting/products.

Mandatory Partners:

- Chief Elected Official
- Local One Stop Career Center (including Disability Program Navigator)
- Employers
- Local County Sheriff's Office
- Parole - Contact Don Giancioppo, Donald.Giancioppo@state.ma.us , 508.650.4502

- **Department of Correction (correctional facilities) – Contact Veronica Madden, Veronica.Madden@state.ma.us , 508.422.3300**
- **Probation, Community Corrections - Contact Jack Quinn, John.Quinn@jud.state.ma.us , 617.878.0747**
- **Support Service Providers (according to program design, also other potential partners below)**

Other Potential Partners:

- Workforce Training Providers
- Adult Basic Education/English as a Second Language education providers
- Local Police
- Local offices representing State Health and Human Service Agencies (e.g. Dept. of Transitional Assistance, Dept. of Children and Families, Department of Youth Services, Mass. Rehabilitation Commission, Department of Mental Health, Department of Public Health)
- Massachusetts Department of Revenue/Child Support Enforcement
- Department of Veterans Services
- Local Mental Health agencies or providers
- Local Substance Abuse agencies or providers
- Local Housing Authority
- US Probation

All applicants must document, as part of the application, how they plan to accomplish the following:

- Creating a local re-entry leadership group/steering committee representing mandatory and optional partners, providing a forum to craft a region-wide re-entry plan and strategy.
- Conducting a regional assessment to fully map the region’s existing services for ex-offenders. The map of existing services within a region shall be compared to the “continuum” of services needed to support successful re-entry. This continuum is identified and explained in more detail in the report of the Governor’s Inter-Agency Task Force on Pre and Post Release Programming (Attachment G).
- Submitting a completed plan that aligned with the goals and objectives of the report of the Governor’s Inter-Agency Task Force on Pre- and Post-Release Programming (see link above) and Workforce Investment Act allowable statewide activities [WIA § 134 (a)]. A completed plan will incorporate the following:
 - Key elements of successful re-entry that reflect the **Successful Re-entry Framework Pre- and Post-Release Services (Attachment D)**, for providing services to ex-offenders;
 - How participating employers will be informed about resources and information available to mitigate risks of hiring ex-offenders, including third party risks; and
 - Development of working agreements, Memoranda of Understanding (MOU), and confidentiality agreements necessary to assure implementation with existing resources, accountability, and success.
- Identifying resources to support the region’s plan from a wide range of sources that include: employers, foundations, angel and venture capital networks, and federal, state and local governments.

4. Allowable Use of Funds. It is expected that the Ex-Offender Re-entry Partnership Planning Grants will be used to support planning and development costs. Costs may include, but are not limited to, the following activities:

- bringing together senior leaders representing critical regional assets and systems to develop strategies that lead to the design of a regional plan that responds to the current and future needs of employing ex-offenders;

- preparing and developing a map all of the regional resources/assets;
- conducting outreach to potential stakeholders;
- establishing systems and organizational structures, including additional staff resources necessary to work with partners in the region and to manage the process and plan development;
- developing working agreements with mandatory and other partners; and
- developing regular, and effective external and internal communications among planning partners.

5. Administrative Cost Limitations. All proposal costs must be necessary, reasonable and practicable and in accordance with federal guidelines (see 20 CFR Part 652 – <http://www.massworkforce.org/uploads/iss/0836I.pdf>)

Determinations of allowable costs should be made in accordance with the applicable federal, state and local cost principles. The budget narrative must fully describe administrative and program costs.

All costs incurred in the preparation of an application in response to this solicitation, including initial partnership development activities in support of submission will be the responsibility of the applicant and will not be reimbursed by the Executive Office of Labor and Workforce Development or its agencies.

6. Award Limit. The Department of Workforce Development/Division of Career Services will award 4 grants of up to \$50,000 each. There is no guarantee of any additional future funding.

7. Eligible Applicants. Applicants are limited to Local Workforce Investment Boards [but not including those WIBs receiving Implementation awards, (see MassWorkforce Issuance No. 08-36)]. The workforce investment board representing the regional partnership will act as the convener and coordinator for the application. The fiscal agent for the initiative must be one of the designated Workforce Investment Act fiscal agents for a workforce area as selected by the regional partnership.

8. Contract Award. The Department of Workforce Development will execute a contract with the designated fiscal agent for the region. Twenty-five percent (25%) of the grant award will be withheld until receipt of a completed plan that addresses key elements of successful re-entry, including the map of resources, developed from regional assessment, and completed working agreements (Memoranda of Understanding, confidentiality agreements, etc.) necessary to assure success. Awards will be made by February 2009.

9. Contract Closeout. The grant closeout must be completed and submitted to the Department of Workforce Development / Division of Career Services no later than 45 days after the end of the grant period, or as soon as the grant is fully expended, whichever is earlier. Please follow the existing closeout policy at the time of the grant.

10. Requirements for Submitting Ex-Offender Re-Entry Partnership Planning Application. Components include:

- Application Cover Sheet (Attachment B)
- Application Checklist (Attachment C)
- Budget Form and Narrative. See Instructions (Attachment E)
- Evidentiary documentation that mandatory and other potential partners have been informed of grant initiative.
- A Project Narrative that is single-spaced, with a ten (10) page limit that outlines the type of planning activities that will be undertaken, and at a minimum includes:
 - Identification of a core regional leadership group and key project partners.
 - A description of a regional partnership that demonstrates an ability to work with ex-offenders reentering the community, including placement of ex-offenders in support services, education, training, and employment services.

- A description of the roles of strategic partners and how planned collaboration and coordination between them will be carried out and assured.
- Projected outcomes and impacts for planning and implementation of the regional strategy
- A description and timeline for completion and implementation of the regional strategy, that includes grant deliverables and the planning activities to be undertaken and services to be procured with grant funds

The Department of Workforce Development / Division of Career Services will provide technical assistance regarding completion of the application process, if needed. Requests for application assistance should be made to Dawn McElaney, dmcelaney@detma.org.

11. Proposal Evaluation. Applications will be evaluated on a 100 point scoring basis. **The four (4) highest scoring applications will be funded**

Demonstration of Capacity and Budget (0 to 10 points) – Budget forms and narrative

- Proposed budget is supportive of program intent, and costs are reasonable
- Budget Forms and Narrative are included as instructed, are internally consistent, achievable with demonstrated resources and compliant with all relevant program cost restrictions

Demonstration of Collaboration (0 to 30 points) – Evidence that mandatory and other partners have been actively involved in planning initiative

- Demonstrates the applicant’s success informing mandated and potential partners about the planning initiative.
- Identification of a core regional leadership group and key project partners.
- The collaboration and coordination planned and the roles of strategic partners

Planning Framework and Design Application (0 to 60 points) - Narrative

- Projected outcomes and impacts for planning and implementation of the regional strategy
- Description and timeline for developing and implementation of the regional strategy, that includes grant deliverables and the planning activities to be undertaken and services to be procured with grant funds
- Regional partnership must demonstrate an ability to work with ex-offenders reentering the community, including placement of ex-offenders in support services, education, training, and employment services.

12. Deadline for Submitting Applications. Regions should limit their narrative to no more than ten (10) pages, single spaced, font size 12 pt, not including any attachments. **Applications are due on Tuesday, December 17, 2008 by 4:00pm.** There is an application checklist (Attachment C) to assist with your submission. Please submit five (5) copies of the application, and a CD ROM in a sealed envelope marked:

Massachusetts Department of Workforce Development / Division of Career Services
 ATTENTION: Dawn McElaney
 Ex-Offender Re-Entry Partnership Planning Application Review Team
 19 Staniford St. First Floor
 Boston, MA 02114

13. Grant Period. Awards may be made for a period not to exceed 12 months.

14. Reporting. Fiscal and narrative reports will be submitted from each of the successful applicants on a monthly basis, with cumulative totals for the duration of the grant. The reports will be due to the project manager, Dawn McElaney on the 20th of each month for the preceding month’s activity. A report template will be issued separately for the planning regions to utilize.

15. Performance. Performance will be based upon the successes achieved in relation to the goals established by the Commonwealth and WIBs, and reported in the quarterly progress reports.

16. Right to Reject. The Executive Office of Labor and Workforce Development reserves the right to reject any and all applications received in response to this [solicitation](#).

17. Hold Harmless. The applicant or any sub-grantees will hold The Executive Office of Labor and Workforce Development, its employees, agents, partners, officers and directors harmless for any loss or liability.

18. Inquiries.

Massachusetts Department of Workforce Development - Division of Career Services

ATTENTION: Dawn McElaney, dmcelaney@detma.org , 617.626.5736

Ex-Offender Re-Entry Partnership Planning Application Review Team

19 Staniford St. First Floor

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