

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research**

FFY 2020 Emerging Adults Reentry Initiative Questions

(as of 03/23/2020)

Question 1:

I have a couple of questions about the application instructions and templates as well.

First, the instructions for the Emerging Adults Reentry Initiative application indicate the following on page 8 (<https://www.mass.gov/doc/ffy-2020-emerging-adults-reentry-initiative-agf-revised-31220/download>):

Section I. Applicant Information

A. Applicant, authorized signatory, grant and fiscal contact information

B. Describe your agency's qualifications in implementing successful projects. Include a summary of relevant prior experience in your application.

C. Provide information about personnel, resources and capacity that qualifies the applicant to conduct the proposed activities.

However, I don't see anywhere on Attachment A template (<https://www.mass.gov/doc/attachment-a-ffy-2020-emerging-adults-reentry-initiative-application/download>) to enter items B and C in Section 1.

Second, on Attachment A for the TA application (<https://www.mass.gov/doc/attachment-a-ffy-2020-emerging-adults-reentry-initiative-technical-assistance-application/download>), when I enter "Phone" for the Finance Officer, it also populates the Fax field, so appears to be a glitch on the form.

Any guidance would be greatly appreciated.

Answer Question 1:

Thanks for the questions and thanks for picking this up. For the B and C sections of the Applicant Information, you can roll those answers into Section III Program Narrative A. Statement of the Problem/Needs Assessment. We will go over this on the call today also. [NOTE: this response was changed: Page 2, sections B and C, was inserted to the Attachment A Template. Please be sure to include the qualifications and personnel responses on Page 2 of the **Revised** Attachment A Template.]

Yes, looks like a glitch with the fax number. No worries, we will make a note -that field will be the phone number also.

Question 2:

I have a question about the eligibility for the Emerging Adults Reentry Initiative proposal. I don't see any language that specifically says that an organization is restricted from submitting more than one application. I just wanted to confirm that we can submit multiple proposals, each for the maximum of \$300,000, to allow us to carry out our work with different correctional partners. We would include a separate MOU with each application, specific to the correctional partner.

Answer Question 2:

Yes, organizations may submit more than 1 application and they will not be limited to 1 award. We want to ensure that we fund programs in 6 areas of the Commonwealth. It is fine if one provider serves more than one of those areas.

Question 3:

If it's not too much trouble, I do have two questions.

1. Is the deadline on the proposal changing as well or just the webinar date?
2. If the deadline is not changing, can you tell me if the location to deliver hard copies will be changing?

I appreciate any information you can provide.

Answer Question 3:

At this time, it is only the webinar date that has changed. Please DO NOT HAND DELIVER applications; we are accepting mailed applications that are postmarked by the due date.

Question 4:

I have another question about the application. The instruction include the following section:

B. Program Description (3-page limit)

This section should address both the scope and intent of the program and how it will address the problem or need.

1. Identify the evidence-based program or practice *or* promising program or practice you intend to either implement or expand.
2. Describe the activities to be conducted **and how they will address the needs/gaps stated in Section A: Statement of the Problem/Needs Assessment.**
3. Describe collaborations with MA DOC and/or Sheriff's Office, as well as the MA Parole Board and MA Probation Service. Applicants must submit a Memorandum of Understanding (**MOU**), signed by the authorized signatory of the applicant organization and the superintendent of the targeted MA DOC or Sheriff's Office facility. The MOU must outline the respective roles and responsibilities of the applicant and their partner facility. The MA DOC and/or Sheriff must commit to working with the MA Parole Board to assist with identifying eligible program participants. All parties must agree to track the participant identifiers, program data, and participation dates so that follow-up recidivism rates may be measured, in accordance with legislative intent (see **Appendix A: Reentry Performance and Outcome Measures** for the minimum information required for tracking program participants). Submit the signed MOU, marked as **Attachment D**, with the completed application.
4. Program participants returning to the community must be objectively assessed for risk to re-offend using a valid and reliable instrument. Releasing agency and program must use the information and data gained from inmate assessments to guide decision-making about individualized reentry plans for each offender. Identify the details of the risk assessment tool and protocol you will use to satisfy this requirement (e.g., who will be responsible for the assessment, the elements to be included in the assessment instrument, when it will take place, and how the results will impact decisions). Attach any risk assessment instruments that will be used by the program.
5. Describe what, how, where and when information will be collected for quarterly submission of progress on achieving goals and objectives and measuring performance (see **Appendix A: Reentry Performance and Outcome Measures**).

However, I do not see this section on the application template. The page limit is also different in the instructions and on the template for part A (3 pages in the instructions and 5 pages in the application template).

Answer Question 4:

I apologize for the confusion. As with components B and C under Section 1, the Program Description was left out of Attachment A. We will send everyone the revised Attachment A on Monday and re-post it on our website. The instruction was supposed to be that the Needs Assessment and Program Description were combined and should be entered on the **five** (5) blank pages in the Attachment A. We will add the Program Description components and add another blank page so it matches the solicitation. We are also inserting a page in Section 1 of Attachment A to accommodate the description of the applicant's relevant experience and qualifications.

[NOTE: As with Question 1 above, the Attachment A Template was revised to include the 5 minimum components of the Program Description, and an additional blank page was added to accommodate the page limits. The revised Attachment A Template includes a list of the Needs Assessment minimum components followed by 3 blank pages for narrative, and a list of the Program Description minimum components followed by 3 blank pages for narrative. Please be sure to include the Needs Assessment narrative on Pages 4-6 and the Program Description narrative on Pages 8-10 of the Revised Attachment A Template.]