

**Commonwealth of Massachusetts  
Executive Office of Public Safety and Security  
Office of Grants and Research  
Notice of Availability of Grant Funds**



**FFY 2020 Emerging Adults Reentry Initiative**

**March 10, 2020**

**Charles D. Baker  
Governor**

**Karyn E. Polito  
Lieutenant Governor**

**Thomas A. Turco, III  
Secretary**

**Kevin J. Stanton  
Executive Director**

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

State Fiscal Year 2020  
Emerging Adults Reentry Initiative  
Availability of Grant Funds  
Applications Due: Friday, March 27, 2020

**Overview: Emerging Adults Reentry Initiative**

With the goal of reducing recidivism and increasing public safety, the Executive Office of Public Safety and Security's Office of Grants and Research (OGR) will administer up to \$1.8 million in state funds for reentry programming for pre- and post-release offenders currently within and/or outside the prison walls. This initiative is being supported by state funds authorized by Chapter 41 of the Massachusetts Acts of 2019, An Act Making Appropriations for Fiscal Year 2020.

Funding will be provided to nonprofit organizations with proven experience providing reentry services shown to reduce recidivism amongst the 18-25 years of age population and demonstrated history of working collaboratively with the MA Department of Correction (DOC) and/or Sheriff's Office serving that population.

**State Legislation governing these funds-Chapter 41 of the Massachusetts Acts of 2019... ..**

*For a grant program to be administered by the executive office of public safety and security for emerging adults re-entry programs to reduce recidivism among individuals between 18 and 25 years of age, inclusive, who are returning to the community from state prisons and county correctional facilities; provided, that the secretary of public safety and security shall distribute grant funds through a competitive grant program; provided further, that grants shall be awarded to applicants that: (i) are community-based nonprofit programs; (ii) have a demonstrated commitment from the department of correction or a sheriff's office to work collaboratively to deliver services in their respective facilities; (iii) provide both pre-release and post-release services to individuals between 18 and 25 years of age, inclusive, who are returning to the community from the state prisons and county correctional facilities including, but not limited to, probationers and parolees; (iv) provide a continuum of programming from the state prisons or county correctional facilities into the community; (v) provide pre-release services for all participating individuals that include transition plans, education programs, workforce readiness and life skills programs and counseling; provide post-release services that include case management for not less than 12 months after participating individuals have been released; and (vii) provide a plan for ensuring that proposed programs shall be implemented with adherence to a research-based or evidence-based program design; provided further, that not more than 6 grants shall be awarded; provided further, that no grant shall exceed \$325,000; provided further, that not more than 5 per cent of the total appropriation in this item shall be used to provide administrative support to grantees including program design, technical assistance and program evaluation; provided further, that not later than March 2, 2020, the executive office shall provide a report to the house and senate committees on ways and means that shall include, but not limited to, the: (a) successful grant applications and the services they provide; (b) amount of funds awarded to each grantee; (c) criteria used to evaluate grant applications; (d) number of participants served by each program and the communities they are returning to; and (e) outcomes and recidivism rates of the participants in each of the programs; and provided further, that grants shall not be made available to successful applicants before January 1, 2020*

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**SECTION 1 - IMPORTANT HIGHLIGHTS**

**1.1 Key Dates**

Activity	Dates
AGF Posted	March 10, 2020
Mandatory Conference Call	March 20, 2020, 1:00pm
Application Due	Friday, March 27, 2020, 4:00 p.m.
Award Notification	Early April 2020
Performance Period	April 2020-December 31, 2020

**1.2 Funding Overview**

EOPSS and OGR expect to award up to \$1.8 million in 2020 **Emerging Adults Reentry Initiative** Grant Funds to up to six (6) non-profit organizations for up to \$300,000 each. This is a competitive award process; EOPSS OGR may award full funding, partial funding, or no funding.

**1.3 Applicant Eligibility**

OGR intends to fund up to six (6) nonprofit 501(c)(3) organizations up to \$300,000 each. An applicant must provide a memorandum of understanding (**MOU**) from either a Sheriff’s Office or the MA DOC validating applicant’s previous collaborative relationship and attesting to such future collaboration as it relates to the submitted application. A nonprofit who does not submit a MOU will not be considered for funding.

**SECTION 2 - GRANT COMPLIANCE DETAILS**

**2.1 Fund Disbursement**

Funds will be disbursed in two installments. Awardees will be required to submit quarterly financial and programmatic reports throughout the duration of this award. Details about this process will be addressed in greater detail after award notifications are made.

**2.2 Project Duration**

Applicants must apply for up 9 months of funding. The anticipated funding cycle for projects will begin on or about **April 1, 2020 and end on December 31, 2020.**

**2.3 Grant Recipient Requirements**

Recipients must abide by the grant requirements below and the OGR Sub-recipient Grant Conditions

which will be provided at the time of contracting.

*Grants Management*

- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports with all required back-up documentation.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews.
- All costs paid with grant funds must be direct and specific to the execution of the funded program.
- No consultant or trainer may be paid more than \$650 for an eight-hour work day or \$81.25/hour without the prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.

*Other Requirements*

- In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state rules, regulations, and conditions pertaining to the receipt, administration, and management of grant funding.
- OGR subgrant conditions must be signed (in blue ink) and dated at the time of award.

*Equipment and Technology*

- Equipment acquired with grant funds shall be used and managed to ensure that the equipment is used for reentry services for the targeted program participants only.
- A subrecipient shall use and manage equipment in accordance with their own procedures as long as the equipment is used for reentry services for the targeted program participants only.
- Subrecipients are responsible for replacing or repairing the property which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official project records. A copy of the report must be forwarded to the OGR.

**2.3.1 Grants Management**

Applicant must be a community-based nonprofit organization and may submit one proposal for the emerging adults reentry initiative which meets the following criteria:

1. Proposed program is an evidence-based or promising program or practice, as defined by the criteria in the **Definitions for Evidence-based or Promising Programs and Practices** section below.
2. The program provides pre- and post-release reentry services for emerging adults (specifically tailored to the needs of individuals 18-25 years of age) returning to Commonwealth cities and towns from state prisons or county correctional facilities.
3. Have a demonstrated commitment from the MA DOC or Sheriff's Office to work collaboratively to deliver services in their respective facilities. Commitment may be demonstrated with a signed Memorandum of Understanding (**MOU**) that must be submitted with the application.
4. Provide a continuum of programming from the state prisons and county correctional facilities into the community.
5. Provide pre-release services to participating individuals that include transition plans, education programs, workforce readiness and life skills programs and counseling.

6. Provide post-release services that include case management for not less than 12 months after participating individuals have been released.
7. Provide a plan for ensuring that proposed programs shall be implemented with adherence a research-based or evidence-based program design.

### **Definitions for Evidence-based or Promising Programs and Practices**

1. Evidence-based program or practice:

A program or practice with levels of effectiveness determined as a result of rigorous evaluation such as randomized controlled trials, statistically controlled evaluations that incorporate strong control or comparison group designs, or a single large multi-site randomized study. Typically, these programs have specified procedures that allow for successful replication.

2. Promising program or practice:

A program or practice that meets the “evidence-based” or “research-based” criteria based upon preliminary information, statistical analyses, or a well-established theory of change. Promising programs and practices have been tested using less rigorous research designs that do not meet the evidence-based or research-based standard. These programs and practices typically have a well-constructed logic model or theory of change.

Programs may include practices such as screening, assessment, case management, monitoring service delivery, referring and linking clients to services, and other activities targeted to recidivism reduction. For programs, applicants are expected to focus on treatment needs that are driving an individual’s criminal behavior, such as criminal thinking and poor impulse control. Programs should target their resources solely on the specific factors of an offender’s behavior and cognition that are related to risk for recidivism.

### **Resources for Evidence-Based Program or Practice or Promising Program or Practice**

To assist in determining project activities for this initiative, applicants are encouraged to visit:

- a) the National Institute of Corrections’ *What Works in Reentry Clearinghouse* website at: <https://whatworks.csgjusticecenter.org/>;
- b) the Office of Justice Programs’ National Institute of Justice’s *Crimesolutions.gov* website at [www.crimesolutions.gov](http://www.crimesolutions.gov); or
- c) the Results First Clearinghouse Database at <http://www.pewtrusts.org/en/research-and-analysis/issue-briefs/2014/09/results-first-clearinghouse-database>

Applicants may use the clearinghouse database to identify the evidence-based program or practice or promising program or practice for which they are seeking funding to implement or expand.

### **Related Program Requirements**

1. Progress Reporting and Performance and Outcome Measures

Subrecipients will be required to demonstrate progress toward meeting proposed goals and objectives through quarterly financial and programmatic reports submitted to OGR.

Subrecipients must provide quarterly data in response to the performance metrics outlined in **Appendix A: Reentry Performance and Outcome Measures**.

## 2. Program Fidelity

Grant recipients will be required to demonstrate efforts to ensure program fidelity. Program fidelity is defined as staying true to the original program design, and not changing or adapting evidence-based programs or practices during implementation.

## 3. Implementation Oversight and Fidelity Monitoring

To ensure proper implementation, grant recipients should establish strong monitoring systems for all funded programs, including those administered by vendors. This monitoring should ensure that evidence-based programs or practices *or* promising programs and practices:

- Are carried out with fidelity to their design;
- Incorporate the elements that are critical to their effectiveness; and
- Use information gathered through monitoring to make any necessary adjustments.

### 2.3.2 Procurement

- Applicant must agree to collaborate with MA DOC or Sheriff's Office to deliver services in their respective facilities. Commitment may be demonstrated with a signed Memorandum of Understanding (**MOU**) that must be submitted with the application. The MOU must be signed and dated by an authorized official from both the applicant non-profit organization and the MA DOC or Sheriff's Office, and included with the application as **Attachment D**.

*In addition*, within 15 days of receiving an award for the Emerging Adults Reentry Initiative, the community reentry program site must enter into a Technical Assistance MOU, initiated by the Technical Assistance Provider who is selected by EOPSS OGR to work with the Emerging Adults Reentry Initiative community reentry program sites. The MOU, signed by an authorized signatory of the community reentry program site and the Technical Assistance Provider, will outline the respective roles and responsibilities of the Technical Assistance Provider and their grant partner sites.

- Procurement of services, equipment and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities, and the Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.
- It is the responsibility of the recipient to report alleged waste, fraud or abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with related laws and regulations or appropriate guidelines for purposes of the grant. Reports should be made to the Offices of the Massachusetts Inspector General or State Auditor:

Office of the Inspector General  
John W. McCormack State Office Building  
One Ashburton Place, Room 1311  
Boston, MA 02108  
617-727-9140  
[MA-IGO-General-Mail@massmail.state.ma.us](mailto:MA-IGO-General-Mail@massmail.state.ma.us)

## SECTION 3 - APPLICATION PROCESS

### 3.1 Application Instructions

#### Mandatory Conference Call

Applicants are required to participate in a conference call scheduled for **Monday, March 20, 2020, 1:00 to 2:00 p.m.** It is strongly recommended that the Project Director and a Fiscal representative participate in the call as it will provide an opportunity to pose questions regarding this application. Please confirm your participation by e-mailing [elizabeth.m.flynn@mass.gov](mailto:elizabeth.m.flynn@mass.gov) no later than close of business on **March 19, 2020**. Please include the agency, participant(s) name and title in the text of the email and indicate "Reentry Conference Call RSVP" in the subject line. Please join the meeting from your computer, tablet or smartphone at <https://www.gotomeet.me/EOPSSWebinar/emerging-adults-reentry-ta-webinar>. You can also dial in using your phone at +1 (786) 535-3211, Access Code: 937-751-573.

Acceptable application formatting includes:

- **One original and three copies** of the proposal;
- Templates for Attachments A-C (<https://www.mass.gov/service-details/justice-and-prevention-grants>);
- Binders clips or paper clips to affix application (please do not staple proposal or attachments);
- Typed, single-spaced, using PDF fillable template provided; and
- For any attachments where a PDF template is not provided, the format should be typed, single-spaced, 12-point font with one inch margins.

### 3.2 Required Sections

#### 3.2.1 Application Template (*Attachment A*)

To provide OGR the best opportunity to fairly evaluate requests for funding, applicants are encouraged to be clear and concise in their application.

The Application Template must be completed and submitted as outlined in Attachment A. Applications will be considered invalid (not considered for funding) unless an authorized official from the applicant agency has signed and dated the cover page. Below is an overview of information requested in the template.

## **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.

## **Section II. Program Information**

- **Program Name**
- **Program Type:** Identify the evidence-based or promising program or practice on which your program is based.
- **Program Abstract:** not to exceed 250 words summarizing the program activities.
- **Authorized Signatory:** agency representative, authorized to sign legal documents for the applicant, must sign and date with blue ink.

## **Section III. Program Narrative**

### ***A. Statement of the Problem/Needs Assessment (3-page limit)***

This section should describe the problem and the need for the proposed program.

1. Describe the need, nature and extent of the problem to be addressed and the problem's effect or consequences for the community and the target population and its impact on reducing recidivism. Support your statements with statistical or other factual information or relevant literature and cite references where possible. The sources or methods used for assessing the problem should also be described.
2. Describe the target population and geographic area served by the program or practice using demographic and other data where possible. Cite references whenever possible or applicable.
3. Identify how the proposed program or practice is supported by research that demonstrates its level of effectiveness as an evidence-based program or practice or a promising program or practice (cite references).
4. Specify the program model or design and the goals and objectives of the program (program logic model).
5. Identify the risk/needs assessment tool and protocol you will use to select participants for the proposed program or practice. Please include who will be responsible for screening, the elements to be included in the screening instrument, where in the process it will take place, and how the results of the assessment will be used. Attach any screening instruments that will be used by the program.
6. Explain how fidelity to the evidence-based program or practice is measured.
7. Provide an estimate of the number of participants expected to be served by the proposed program or practice and how you arrived at, or why you are using that particular number.

### ***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**).

**C. Program Goals and Objectives, Activities, Timeline, Performance Measures**

Applicants must clearly state the goals and objectives of what will be achieved with this funding.

Goals: Goals are broad statements that describe the program's intentions and desired outcomes. They suggest the desired end to which the program is directed. The goals of your program should be clearly stated, realistic, and must be attainable and measurable. *In stating your goals, be careful to describe the desired end and not the means to the end.*

Objectives: Objectives describe the activities that support the program's goal(s). They describe intermediate results or accomplishments to be achieved by the program in pursuing its goal(s). The objectives must be measurable and "SMART":

- Specific (what will be done?)
- Measurable (how will we know it's done?)
- Achievable (can we do it?)
- Relevant (why should it be done?)
- Time-oriented (when will it be done?)

The more specific your objectives are, the easier it will be to determine if your program has achieved them. Use numbers wherever possible.

Activities and Timeline: List the programmatic activities to be carried out within the proposed program period. Please include:

- Start and end dates and list of major tasks/activities for implementing your program;
- When and where program components will take place;
- Who will carry out the activities and a description of how long it will take to complete each activity;
- Who the program will serve; and
- Identification of program personnel involved and their duties. If the position is vacant, a description of the position and information pertaining to how and when the job will be filled must be included in the application.

Performance Measures: Realistic and adequate performance measures have been developed and may be found in **Appendix A: Reentry Performance and Outcome Measures**. In this section, applicants are expected to explain their plans to collect data and measure their program's progress. List the performance measures that will demonstrate progress toward achieving each of your goals. Performance measures provide program administrators with answers to critical questions regarding the operation of their programs. The purpose of developing performance measures is to determine the extent to which the program's funded activities have achieved the program's goals. Specifically, by collecting data and measuring progress, program administrators will be able to identify and document:

- The program's success/failure at meeting its goals and objectives;
- Whether the program is serving the intended target population (e.g., number of program participants who completed the substance abuse treatment program);
- Whether the volume of program participants is what was originally intended;
- Whether the program components were implemented as originally planned;
- Problems encountered in implementing the program; and
- Whether the program is achieving its desired impact.

Clearly explain data collection methodology, frequency, and analysis in relation to your program's performance measures, and how this strategy will be integrated into your overall program operations.

### **3.2.2 Budget Excel Workbook (*Attachment B*)**

This section should reflect the budget necessary to implement the proposed program and achieve its goals and objectives. Applicants may submit a budget for *up to* 9 months of funding. Applicants must also complete a Budget Excel Worksheet (Refer to **Attachment B**). Please be sure to complete both the summary roll-up sheet and worksheet and submit with your application response.

**Allowable Cost Categories** (see page 12 for Cost Category Definitions)

- Direct Salary Costs
- Direct Fringe Benefit Costs
  - Must be based on actual costs or an established formula
- Direct Contract/Consultant Costs
- Direct Local Travel Costs
- Direct Supplies Costs
- Direct Equipment Costs
- Other Direct Costs (identify each item specifically)

**Unallowable Costs**

No grant funds may be spent for the following:

- Food or beverages for programming, trainings, conferences or staff meetings;
- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive);
- Gift cards;
- Clothing;
- Construction, office furniture, or other like purchases;
- Vehicles;
- Luxury items;
- Real estate.

## Definitions of Each Budget Cost Category

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Personnel Costs	<ul style="list-style-type: none"> <li>- Full or part-time regular salaried employees working on the grant.</li> <li>- A copy of staff resume(s) and/or job descriptions must be included in the applicant's response.</li> </ul>
Fringe Benefit Costs	<ul style="list-style-type: none"> <li>- Eligible costs include the <u>employer share</u> of the following:               <ul style="list-style-type: none"> <li>✓ Life insurance</li> <li>✓ Health insurance</li> <li>✓ Social security costs</li> <li>✓ Pension costs</li> <li>✓ Unemployment insurance costs</li> <li>✓ Workers compensation insurance</li> </ul> </li> <li>- Cost amounts for direct fringe benefits can be either actual costs or rates per employee calculated by the fiscal or human resource unit in your organization (rate computations must be included).</li> <li>- Include copy of approved rate agreement in the application response.</li> </ul>
Consultants/Contract Costs	<ul style="list-style-type: none"> <li>- Consultant or contractor fees</li> <li>- The maximum rate for consultants is \$650 for an eight hour day or \$81.25 per hour (excluding travel and subsistence costs). Any request for compensation over \$650 per day requires prior written approval by EOPSS; requests for a waiver of this requirement, with documented justification, must be made in writing at the time of application.</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>- Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.</li> </ul>
Travel Costs	<ul style="list-style-type: none"> <li>- Travel directly related to the purpose of the grant</li> <li>- In-state travel costs associated with the grant shall include mileage rates not to exceed \$0.45 per mile, as well as the actual costs of tolls and parking. Note that no grant funds may be spent for out-of-state conference fees, out-of-state travel or out-of-state lodging without prior written approval from OGR.</li> </ul>
Supplies	<ul style="list-style-type: none"> <li>- Supplies required for program (e.g., pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).</li> </ul>
Other Costs	<ul style="list-style-type: none"> <li>- Items (e.g., rent costs, telephone costs, training material costs)</li> </ul>

### 3.2.3 Contractor Authorized Signatory Listing (*Attachment C*)

Complete this form by following the instructions within the attachment.

### 3.2.4 Signed MOU (*Attachment D*)

See MOU (p. 4, p. 6, and p. 9) for further instructions.

### 3.2.5 Additional Material (*Attachment E*)

Applicants may attach any additional material that will be helpful to reviewers, including but not limited to cooperative agreements or letters of support to demonstrate collaboration or evidence of strategic, analytic, technical and research support related to community reentry.

Applicants should be aware that award determinations will be based primarily on the required information provided in the application. Please note, that additional material will not necessarily be factored into the scoring of the application.

## 3.3 Submission Process and Deadline

Applications must be submitted in hard copy and electronically. Please read instructions below carefully. **Questions regarding this application can be sent to [elizabeth.m.flynn@mass.gov](mailto:elizabeth.m.flynn@mass.gov).**

### **Step 1: Hard Copy Submission**

Mail or hand-deliver **one (1) signed original** and **three (3) copies** of the required documents below **no later than Friday, March 27, 2020 at 4:00 p.m.** Faxed or e-mailed proposals will **not** be accepted. Please use binder clips or paper clips (no staples or ring binders).

#### *Required Documents for Hard Copy Submission*

- Attachment A: Application Template – Page 2 signed (in blue ink) and dated
- Attachment B: Budget Excel Worksheet Form – signed (Summary and Details sheets)
- Attachment C: Contractor Authorized Signatory Listing - signed (in blue ink) and dated
- Attachment D: Memorandum of Understanding - signed (in blue ink) and dated by both parties
- Attachment E: Additional Material

Completed applications must be mailed or hand-delivered<sup>1</sup> to:

The Executive Office of Public Safety and Security  
Office of Grants and Research  
Ten Park Plaza, Suite 3720  
Boston, MA 02116  
Attention: Elizabeth Flynn

**ONE ORIGINAL and THREE COPIES of the proposal **must be received by 4:00 p.m. on March 27, 2020.** *Faxed proposals will **not** be accepted***

### **Step 2: Electronic Submission**

Email the completed Application Template (Attachment A) as a fillable PDF (not as a scan) and

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<sup>1</sup> If you choose to hand deliver the proposal, please note that a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2<sup>nd</sup> floor.

Budget Excel Worksheet (Attachment B) to [elizabeth.m.flynn@mass.gov](mailto:elizabeth.m.flynn@mass.gov) **no later than Friday, March 27, 2020 at 4:00 p.m.**

*Required Documents for Electronic Submission*

- Attachment A: Application Template as a PDF (not as a scan). (Signatures not necessary.)\*\*
- Attachment B: Budget Excel Worksheet Form

\*\*Adobe Reader version 9.5 or higher is necessary to open, complete, and save the Application Template as a PDF. Adobe may be downloaded at <http://get.adobe.com>.

### **3.4 Proposal Review Process**

Award amounts will be determined based on total amount requested, availability of funds, applicants' compliance with application process, and satisfactory review and approval of proposed projects and requested budgets.

Applications will be subject to a competitive review process and may be reviewed in tandem with the respective Emerging Adults Reentry Initiative Technical Assistance Provider applications. Each application will be evaluated based on the following:

- **Relevancy of applicant qualifications and experience.**  
The applicant's demonstrated knowledge of, and past professional experience providing strategic, analytic, technical and research support of evidence-based and best practices relevant to providing reentry services shown to reduce recidivism amongst the 18-25 years of age population, will help to determine the applicant's capacity to support the Emerging Adults Reentry Initiative.
- **Quality of action research.**  
The applicant's demonstrated ability to present qualitative and quantitative data will be used to determine the applicant's ability to inform the Emerging Adults Reentry Initiative stakeholders of the emerging trends and program effectiveness.
- **Justification of the partnership and collaboration.**  
Evidence of existing or proposed partnerships between the applicant and community reentry programs will be used to determine if the proposed partnership will result in productive and effective efforts that help reduce the recidivism amongst the 18-25 years of age population. Additionally, the applicant's ability to adequately allocate resources for reporting assistance will be taken into consideration.
- **Consistency between the proposed budget and strategy.**  
The proposed Budget will be evaluated to ensure that the approved cost categories are comprised of items which ensure proper implementation and maximum effectiveness of the proposed strategy.

## SECTION 4 - AWARD DETERMINATION AND NOTIFICATION

All final funding decisions are at the discretion of the Secretary of Public Safety and Security. It is anticipated that grant awards will be announced in early **April 2020**.

Applications will be reviewed and assessed for completeness, clarity, and reasonableness of all required components.

Grant applications will be subject to a **competitive review process** and all proposals will be numerically assessed based on the following factors:

- **Project Narrative** including statement of the problem, needs assessment, and program description: 30 points
- Realistic, thorough and achievable **goals, objectives, timelines, and activities**: 15 points
- Description of proposed **performance measures** and **data collection methods** used for quarterly reporting of progress and performance metrics: 15 points
- Reasonable and cost effective **budget** demonstrating allowable costs and compliance with state rules: 30 points
- Ability to follow **Submission Procedures** (adherence to rules and guidelines for submitting this grant such as blue ink signatures, submitting required attachments, not exceeding page limits, completed **Applicant Information** and **Program Information** sections, etc.): 10 points

Funding recommendations will be made to the Executive Director of OGR, Secretary of Public Safety and Security and the Governor. It is anticipated that grant awards will be announced in early **April 2020**.

## SECTION 5 - PROPOSAL CHECKLIST

- Application Template** (*Attachment A*) - A completed and signed Application Template submitted electronically as a fillable PDF to: [elizabeth.m.flynn@mass.gov](mailto:elizabeth.m.flynn@mass.gov) and as a hard copy in the application package.
- Budget Excel Workbook** (*Attachment B*) submitted electronically and as a hard copy in the application package
- Contractor Authorized Signatory Listing** (*Attachment C*) signed and submitted hard copy in the application package
- MOU** (*Attachment D*) signed and submitted hard copy in the application package
- Additional Material** (*Attachment E*) submitted hard copy in the application package

## Appendix A: Reentry Performance and Outcome Measures

### 1. Aggregate Program Data to Report:

#	Output Measure	Definition	Data Grantee Reports
1	Number of participants served by program	An unduplicated count of the number of individual youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.  Program records are the preferred data source.	A. Number of participants carried over from the previous reporting period.  B. New admissions during the reporting period
2	Number of services provided to participants	Report the number of participants who received various services during the reporting period.  Program records are the preferred data source.	A. Number of participants enrolled in a Cognitive Behavioral Therapy program (such as T4C)  B. Number of participants enrolled in family support services  C. Number of participants enrolled in job readiness services  D. Number of participants enrolled in mental health services  E. Number of participants enrolled in substance use/abuse services  F. Number of participants enrolled in educational services  G. Number of participants enrolled in employment training services
3	Number of drug/alcohol tests performed	The number of drug and alcohol tests performed on participants served by the program during the reporting period. Tests could be urinalysis, blood tests, or other proven reliable forms of drug and alcohol testing. Report the <b>number of TESTS conducted</b> , rather than the number of people tested (it is understood that one person may be tested several times, or tested using several methods during a reporting period).	A. Number of drug and alcohol tests performed during the reporting period  B. Of A, the number of positive tests recorded
4	Number of participants completing program requirements	The number of program participants who have <b>successfully</b> fulfilled all program obligations and requirements. This does not include participants who are still in ongoing programs. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet before program completion.  The total number of participants (the "B" value) includes those participants who have exited successfully and unsuccessfully.  Program records are the preferred data source.	A. Number of program participants who exited the program having completed all program requirements during the reporting period.  B. Total number of participants who exited the program during the reporting period (either successfully or unsuccessfully)

#	Outcome Measure	Definition	Data Grantee Reports
5	Employment Status	<p>The number of participants who secured employment during the reporting period. Full-time employment is defined as working on average at least 30 hours of service per week, or 130 hours of service per month.</p> <p>Regular part-time employment is defined as working at least half-time, but less than full-time. This means that a part-time employee is scheduled to work at least 18.75 hours per week in a 37.5 hours per week position, or at least 20 hours per week in a 40 hours per week position.</p> <p>Temporary employment is often given to cover for absent employees, temporary vacancies, or to fill gaps in a company's workforce. Employment can be through a temporary staffing agency or directly through the company. Temporary employment may be full or part-time.</p> <p>Self-report or staff ratings are the most likely data sources.</p>	<p>A. Number of program participants who possessed full-time employment during the reporting period</p> <p>B. Number of program participants who possessed regular part-time employment during the reporting period</p> <p>C. Number of program participants who possessed temporary employment during the reporting period</p> <p>C. Number of program participants who were unemployed during the reporting period</p>
6	Housing Status	<p>The number of participants who have secured housing.</p> <p>Self-report or staff ratings are the most likely data sources.</p>	<p>A. Number of program participants who successfully found housing during the reporting period</p>
7	Educational Attainment	<p>The number of participants who earned their high school diploma, GED, or advanced degree during the reporting period.</p> <p>Self-report or staff ratings are the most likely data sources.</p>	<p>A. Number of program participants who obtained high school diploma during the reporting period</p> <p>B. Number of program participants who obtained a GED during the reporting period</p> <p>C. Number of program participants who obtained an advanced degree during the reporting period</p>

2. Individual Data to Track (at a minimum) for recidivism outcomes:

#	Variable	Definition	Format/Response Options
1	Correctional_ID_Number	Unique identifier used by correctional authority to identify inmate, also known as commitment number or booking number. Assigned to inmate at time of commitment.	
2	Admission_Date	Most recent date of admission into correctional authority as a sentenced offender. If individual served time in jail prior to admission, use jail admission date. If individual was admitted on a parole or probation violation, use effective date of return.	mm/dd/yyyy (e.g. 04/05/2020)
3	First_Name	First name of program participant as referenced on court Mittimus.	
4	Last_Name	Last name of program participant as referenced on court Mittimus.	
5	DOB	Date of birth of program participant referenced on court Mittimus.	mm/dd/yyyy (e.g. 05/19/1973)
6	Sex	Sex of program participant as defined by the participant.	Male, Female, Transgender/Other
7	Gender	Gender of program participant as reported by the participant.	Male, Female, Transgender/Other (e.g. refers to self as "they",
8	Race	<b>White:</b> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. <b>Black:</b> A person having origins in any of the black racial groups of Africa. <b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. <b>Native American or Alaskan Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. <b>Native Hawaiian or Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. <b>Other:</b> A person who does not fall into one of the categories listed above. <b>Refuse to Answer:</b> A person who refuses to provide a racial background. <b>Unknown:</b> A person who is unsure of their racial background	Options: W - White B - Black (African American) A - Asian I - Native American or Alaskan Native (American Indian or Native Alaskan) HP – Native Hawaiian or Pacific Islander O – Other RA – Refused to Answer U – Unknown (unsure of racial background)
9	Hispanic_Ethnicity	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin", can be used in addition to "Hispanic or Latino".	Yes, No, Unknown
10	PCF_Number	The number assigned to an individual by the Massachusetts Probation Department; listed on the Board of Probation (BOP) report.	
11	SID	Fingerprint based identification number, sometimes called FBI# or SID#	
12	Program_Start_Date	Date when participant started the program	mm/dd/yyyy (e.g. 04/05/2020)
13	Program_Facility	Name of state or county correctional facility where participant is housed on program start date. Includes day reporting, halfway house, or other types of community correctional programs.	

#	Variable	Definition	Format/Response Options
14	RRA_Tool	Name of assessment tool used to measure participant's risk to recidivate	
15	RRA_Score	The participant's risk to recidivate assessment score	
16	Prison_Exit_Date	Date released from correctional authority by discharge from sentence, sentence expiration, court release, or parole release. Offender can be released to probation supervision.	Mm/dd/yyyy (e.g. 05/30/2020)
17	Release_Security_Level	Security level of offender at time of prison exit. Participant can be housed in minimum security facility but offender security level is pre-release; offender can be housed in medium security facility but security level of offender is maximum (held in segregation).	Specify security level used by correctional authority to designate person's particular housing situation.
18	Release Facility	Name of correctional facility at time of release from prison or county corrections. Includes day reporting, halfway house, or other types of community correctional programs.	
19	Release_Type	Type of release from correctional authority	Specify release type: Released to parole supervision; Released to probation supervision; Released to parole and probation supervision; Released without parole or probation supervision;
20	Program_Exit_Date	Date when participant exited program whether or not exit was terminated early.	mm/dd/yyyy (e.g. 11/25/2020)
21	Program_Exit_Reason	Reason for exit from program whether or not exit was considered a successful or an unsuccessful outcome.	

### 3. Recidivism Outcome Measures

#	Variable	Definition	Source	Format/Response Options
1	New_Arrestment_Date	Date of the first arraignment following the participant's prison exit date regardless of the outcome of the arraignment, or if the individual appeared in court or did not show.	Board of Probation CARI data	mm/dd/yyyy (e.g. 04/05/2021); leave blank if no new arraignment
2	New_Arrestment_Offense	The first offense listed for the arraignment should be categorized into an Offense Category as referenced below: Offense Drug - Massachusetts General Law (MGL) Chapter 94C Offenses; Offense Other - Miscellaneous offenses that are not clearly categorized into one of the other offense categories of Person, Property, Sex or Drug; Offense Person - Crimes Against the Person primarily MGL Chapter 265 offenses including assault and battery, kidnapping, manslaughter and murder; Offense Property - Crimes Against Property primarily MGL Chapter 266 offenses including arson, burglary and fraud; Offense Sex - Sex Offenses Against the Person consist of MGL Chapter 265 (Crimes Against the Person) and Chapter 272 offenses (Crimes Against Chastity, Morality, Decency and Good Order). Includes rape, unnatural acts, and indecent assault and battery on a child under 14.	Board of Probation CARI data	Leave blank if no new arraignment
3	New_Conviction_Date	Date of the first conviction following participant's prison exit date regardless if the individual appeared in court or did not show.	Board of Probation CARI data	mm/dd/yyyy (e.g. 05/20/2021); leave blank if no new conviction
4	New_Conviction_Offense	The first offense with a conviction finding (sentenced, time served, commitment, fine, probation/suspended sentence, guilty/guilty filed) following the participant's prison exit date. The first offense listed for the conviction should be categorized into an Offense Category as referenced below: Offense Drug - Massachusetts General Law (MGL) Chapter 94C Offenses; Offense Other - Miscellaneous offenses that are not clearly categorized into one of the other offense categories of Person, Property, Sex or Drug; Offense Person - Crimes Against the Person primarily MGL Chapter 265 offenses including assault and battery, kidnapping, manslaughter and murder; Offense Property - Crimes Against Property primarily MGL Chapter 266 offenses including arson, burglary and fraud; Offense Sex - Sex Offenses Against the Person consist of MGL Chapter 265 (Crimes Against the Person) and Chapter 272 offenses (Crimes Against Chastity, Morality,	Board of Probation CARI data	Leave blank if no new conviction

		Decency and Good Order). Includes rape, unnatural acts, and indecent assault and battery on a child under 14.		
5	New_Incarceration_Date	Date of the first incarceration following participant's prison exit date. Incarceration can be to a state, county or federal correctional facility for a new offense or a violation of parole or probation.	Board of Probation CARI data	mm/dd/yyyy (e.g. 05/20/2021); leave blank if no new incarceration
6	New_Incarceration_Offense	The first offense listed on the booking document for which incarcerated following the participant's prison exit date. The first offense listed for the incarceration should be categorized into an Offense Category as referenced below: Offense Drug - Massachusetts General Law (MGL) Chapter 94C Offenses; Offense Other - Miscellaneous offenses that are not clearly categorized into one of the other offense categories of Person, Property, Sex or Drug; Offense Person - Crimes Against the Person primarily MGL Chapter 265 offenses including assault and battery, kidnapping, manslaughter and murder; Offense Property - Crimes Against Property primarily MGL Chapter 266 offenses including arson, burglary and fraud; Offense Sex - Sex Offenses Against the Person consist of MGL Chapter 265 (Crimes Against the Person) and Chapter 272 offenses (Crimes Against Chastity, Morality, Decency and Good Order). Includes rape, unnatural acts, and indecent assault and battery on a child under 14.	Board of Probation CARI data	Leave blank if no new incarceration
7	Parole_Violation_Date	Date of the first parole violation following participant's prison exit date. Use the earlier of the parole violation or parole detainer date.	Parole Board or correctional authority	mm/dd/yyyy (e.g. 05/20/2021); leave blank if no parole violation
8	Parole_Violation_Type	Indicate whether the parole violation/detainer was issued for a technical reason (no new arrest) or a technical reason with a new arrest.	Parole Board or correctional authority	Leave blank if no parole violation
9	Probation_Violation_Date	Date of the first probation violation following participant's prison exit date. Use the earlier of the probation violation or probation detainer date.	Board of Probation CARI data	mm/dd/yyyy (e.g. 05/20/2021); leave blank if no probation violation
10	Probation_Violation	Indicate whether the probation violation was for a technical issue or for a technical issue with a new arrest.	Board of Probation CARI data	Leave blank if no probation violation