

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



FY 2022 Emerging Adults Reentry Initiative

October 15, 2021

**Charles D. Baker
Governor**

**Karyn E. Polito
Lieutenant Governor**

**Terrence M. Reidy
Secretary**

**Kevin J. Stanton
Executive Director**

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

**FY22 Emerging Adults Reentry Initiative
Availability of Grant Funds**

Applications Due: Friday, November 12, 2021

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 \$3.7 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 in the Fiscal Year 2022 General Appropriation Act, Chapter 24 of the Acts of 2021.

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(s) serving that population.

State Legislation governing these funds-Fiscal Year 2022 General Appropriation Act, Chapter 24 of the Acts of 2021

8000-0655 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 the ages of 18 and 25, 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 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 the ages of 18 and 25, inclusive, who are returning to the community from state prisons and county correctional facilities including, but not limited to, probationers and parolees; (iv) provide a continuum of programming from 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; (vi) 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 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; and provided further, that not later than March 1, 2022, the executive office shall provide a report to the house and senate committees on ways and means that shall include, but not be 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.

Contents of this AGF

Section 1. Important Highlights.....	2
Section 2. Grant Compliance Details.....	2
Section 3. Application Process.....	6
Section 4. Award Determination and Notification.....	12
App A: Performance and Outcome Measures.....	13

SECTION 1 - IMPORTANT HIGHLIGHTS

1.1 Key Dates

Activity	Dates
AGF Posted	October 15, 2021
Deadline for Questions	October 22, 2021
Application Due	Friday, November 12, 2021, 4:00 p.m.
Award Notification	December 2021
Performance Period	~ January 1, 2022-December 31, 2022

1.2 Funding Overview

OGR expects to award up to **\$3.7 million** in **FY22 Emerging Adults Reentry Initiative** grant funds to not more than **six (6) non-profit organizations**. An applicant should not seek more than **\$650,000** in funding. Each award will support programs that serve participants from one or more MA Department of Correction (DOC) and/or Sheriff's facilities. This is a competitive award process; OGR may award full funding, partial funding, or no funding.

1.3 Applicant Eligibility

An applicant must be a nonprofit 501(c)(3) organization and provide a memorandum of understanding (**MOU**) from the Sheriff's Office(s) and/or the MA DOC validating an applicant's collaborative relationship (include any 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. Each award will support programs that serve participants from one or more MA DOC and/or Sheriff's facilities.

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 to 12 months of funding. The anticipated funding cycle for projects will begin on or about **January 1, 2022 and end on December 31, 2022.**

2.3 Grant Recipient Requirements

Recipients must abide by the grant requirements below and the OGR Subrecipient 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 by an authorized official 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 proposal(s) for the Emerging Adults Reentry Initiative which meets the following criteria:

1. Proposed program is an evidence-based program or practice, as defined by the criteria in the **Definition for Research/Evidence-based 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 and/or Sheriff's Offices 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.

Definition for Research/Evidence-based Programs and Practices

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.

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 Research/Evidence-Based 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; 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 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:

- 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.

4. Technical Assistance

An Emerging Adults Reentry program Technical Assistance Provider will also be selected to work directly with recipients of the Emerging Adults Reentry Program. Grant recipients will receive direct assistance and support from the TA Provider on effectively implementing their program, tracking progress and reporting outcomes and performance.

2.3.2 Procurement

- Applicant must agree to collaborate with MA DOC and/or Sheriff's Office(s) to deliver services in their respective facilities. Commitment may be demonstrated with a signed Memorandum of Understanding (**MOU**), for each site, that must be submitted with the application. The MOU(s) must be signed and dated by an authorized official from both the applicant nonprofit organization and the MA DOC and/or Sheriff's Office, and included with the application as **Attachment D**.
- 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
800-322-1323
IGO-FightFraud@state.ma.us

Office of the State Auditor
Massachusetts State House, Room 230
Boston, MA 02133
617-727-2075
Auditor@SAO.state.ma.us
<https://www.mass.gov/how-to/report-waste-and-abuse>

SECTION 3 - APPLICATION PROCESS

3.1 Application Questions and Instructions

Application Questions

OGR will accept written questions regarding this AGF until **October 22, 2021**. Submit questions via email to: Elizabeth.m.flynn@mass.gov. Responses to all questions will be posted no later than **October 27, 2021** at: <https://www.mass.gov/service-details/justice-and-prevention-grants>. *Responses will not be provided for questions submitted after October 22, 2021.*

Acceptable application formatting includes:

- Templates for Attachments A-C (<https://www.mass.gov/service-details/justice-and-prevention-grants>);
- 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.

Applicants must address the possible impact of COVID on the programs and goals/results submitted. Programs should include activities that address COVID restrictions as well as post-COVID activities. Include explanation of how COVID may impact expected program results.

The Application Template must be completed and submitted as outlined in Attachment A. Applications will be considered invalid (not considered for funding) unless an agency 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, agency official, 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 qualify the applicant to conduct the proposed activities.

Section II. Program Information

- **Program Name**
- **Program Type:** Identify the evidence-based program or practice on which your program is based.
- **Program Abstract:** not to exceed 250 words summarizing the program activities.
- **Agency Official Signature:** agency representative, must sign and date.

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 (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. Clearly describe the evidence-based program or practice you intend to either implement or expand. If expanding, please describe any previous success implementing the model thus far.
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(s), as well as the MA Parole Board and MA Probation Service. Applicants must submit Memoranda of Understanding (MOUs), signed by the authorized signatory of the applicant organization and the superintendent of the targeted MA DOC and/or Sheriff's Office facilities. Each MOU must outline the respective roles and responsibilities of the applicant and their partner facility. The MA DOC and/or Sheriffs 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(s), 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 Narrative and 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 12 months* of funding. Applicants must also complete a Budget Excel Workbook (Refer to **Attachment B**). Please be sure to complete both the summary sheet and detail worksheets, and submit with your application response. *See Table below for Allowable Cost Category Definitions*

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, including insurance and/or leasing costs;
- 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"> - Full or part-time regular salaried employees working on the grant. - A copy of staff resume(s) and/or job descriptions must be included in the applicant's response.
Fringe Benefit Costs	<ul style="list-style-type: none"> - Eligible costs include the <u>employer share</u> of the following: <ul style="list-style-type: none"> ✓ Life insurance ✓ Health insurance ✓ Social security costs ✓ Pension costs ✓ Unemployment insurance costs ✓ Workers compensation insurance - 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). - Include copy of approved rate agreement in the application response.
Consultants/Contract Costs	<ul style="list-style-type: none"> - Consultant or contractor fees - 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.
Equipment	<ul style="list-style-type: none"> - Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Travel Costs	<ul style="list-style-type: none"> - Travel directly related to the purpose of the grant - 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.
Supplies	<ul style="list-style-type: none"> - Supplies required for program (e.g., pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).
Other Costs	<ul style="list-style-type: none"> - Items (e.g., rent costs, telephone costs, training material costs)

3.2.3 Subrecipient Risk Assessment Form (*Attachment C*)

Complete this form by following the instructions within the attachment.

3.2.4 Signed MOU (*Attachment D*)

See MOU (p.2, p. 3, p. 5, and p. 7) 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

Please read submission instructions below carefully to submit your application **BOTH** with a hard copy and electronic.

Hard Copy Submission

Mail or hand deliver an Original and 3 hard copy applications and attachments to the address below. Applications must be either dropped off or postmarked by **Friday, November 12, 2021**.

Beth Flynn, Division Manager
Justice and Prevention Division
Office of Grants and Research
Executive Office of Public Safety and Security
10 Park Plaza, Suite 3720-A
Boston, MA 02116

Electronic Submission

Email the following documents, in the listed format, to elizabeth.m.flynn@mass.gov **no later than Friday, November 12, 2021 at 4:00 p.m.**

- Attachment A: Application Template
 - Entire Attachment A in PDF (not as a scan) and
 - Scanned copy of p. 3 of Attachment A (Signature Page)
- Attachment B: Budget Excel Workbook (in Excel format, not PDF)
- Attachment C: Subrecipient Risk Assessment Form – Signed and scanned
- Attachment D: Memoranda of Understanding – Signed and scanned
- Attachment E: Additional Material

****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, applicant's compliance with application process, and satisfactory review and approval of proposed projects and requested budgets.

Applications will be subject to a competitive review process. 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 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.
- **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.
- **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 and Executive Director of OGR. It is anticipated that grant awards will be announced by **mid-December 2021**.

Applications will be reviewed by three peer reviewers, scored 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, applicant experience/capability, strength of partnership with DOC and/or selected Sheriff's office 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, compliance with state rules and direct support of proposed strategy/activities: 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

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 number of TESTS conducted , 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 successfully 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. 04/05/2022)
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	White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Black: A person having origins in any of the black racial groups of Africa. Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. Native American or Alaskan Native: 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. Native Hawaiian or Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Other: A person who does not fall into one of the categories listed above. Refuse to Answer: A person who refuses to provide a racial background. Unknown: 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. 04/05/2022)
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. 05/30/2022)
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. 11/25/2022)
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. 04/05/2022); 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. 05/20/2022); 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. 05/20/2022); 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. 05/20/2022); 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. 05/20/2022); 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