

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



State Fiscal Year 2024
Emerging Adult Reentry Initiative
Technical Assistance Provider
Availability of Grant Funds
September 19, 2023

Maura T. Healey
Governor

Terrence M. Reidy
Secretary

Kimberley L. Driscoll
Lieutenant Governor

Kevin J. Stanton
Executive Director

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

SFY24 Emerging Adults Reentry Initiative
Availability of Grant Funds (AGF)
Technical Assistance Provider

Applications Due: Friday, October 18, 2023

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) is responsible for administering 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 126 of the Massachusetts Acts of 2024, An Act Making Appropriations for Fiscal Year 2023.

The Emerging Adults Reentry Initiative provides funds 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. Funds will be awarded to up to six (6) community reentry program sites to provide pre- and post-release services to the target individuals and to work closely with a correctional partner to identify, serve, and monitor program participants. A Technical Assistance Provider will be selected through this competitive process to assist funded community reentry sites by providing strategic, analytic, technical and research support.

SECTION 1 - IMPORTANT HIGHLIGHTS

1.1 Key Dates

ACTIVITY	DATES
AGF Posted	September 19, 2023
Deadline for Questions	October 2, 2023
Application Due	October 18, 2023
Award Notification	December 2023
Tentative Performance Period	January 1, 2024 - December 31, 2024

1.2 Funding Overview

OGR expects to award up to **\$450,000 in Fiscal Year (FY) 2024 Emerging Adults Reentry Initiative** Grant Funds to one (1) Technical Assistance Provider. The TA provider will work with the six (6) recipients funded as a result of the Emerging Adults Reentry Initiative Grant. This is a competitive award process; OGR may award full funding, partial funding, or no funding.

1.3 Applicant Eligibility

Public and quasi-public entities or non-profit research entities established to fulfill a primary public purpose are eligible to apply for funding. The applicant must have some level of practical or operational experience of community-based reentry services; providing technical assistance and evaluation services; implementing reentry programs with a research-based or evidence-based program design; and be able to provide such services for all types of reentry programs.

Applicants must submit a proof of experience for individuals or outside consultants charged with conducting research in preparation of the Legislative Report including but not limited to resumes, previous reports, or other evidence in conducting research and evidence-based reporting.

SECTION 2 - GRANT COMPLIANCE DETAILS

2.1 Fund Disbursement

Funds will be disbursed to the selected Technical Assistance (TA) provider upon contract completion. The TA 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, 2024 and end on December 31, 2024.**

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.

2.3.1 Grants Management

If awarded:

- The TA provider will be required to travel to all sites throughout the Commonwealth, when it is safe, to gauge grant recipients' progress and provide recommendations for improvement and assistance, as needed. Applicants must provide a plan for how they will work virtually with program sites until they can begin on-site and technical assistance visits to the locations where the 6 recipients of the Emerging Adults Reentry Initiative will be providing services.
- The TA provider will ensure the recipients' submission of satisfactory and timely progress reports.
- The TA provider will be responsible for collecting, managing, and reporting the individual and recidivism data from sites as outlined in **Appendix A: Reentry Performance and Outcome Measures**. The TA provider must:
 - Create a platform for sites to submit data
 - Train the sites on how to submit data
 - Clean, manage, and evaluate the data
 - Coordinate data from sites to create an annual report to OGR

- The TA provider must:
 1. include participating DOC/Sheriffs/Probation and Parole staff in trainings and
 2. work with correctional or supervision agencies in the development of emerging adult practices.
- The TA provider will be the single point of contact for the management and technical assistance of the grant for all 6 of the Emerging Adults Reentry Initiative grant recipients.
- The TA provider will hold monthly in-person and/or virtual meetings, provide evaluation tools, and engage in trainings with the 6 Emerging Adults Reentry Initiative grant recipients.
- OGR requires full cooperation from grant recipients during monitoring endeavors including site visits, desk reviews, and attendance at technical assistance meetings.
- All costs paid with grant funds must be direct and specific to the implementation of the Emerging Adults Reentry Initiative-funded project (see *Table 1, p. 7* for detailed cost descriptions).

2.3.2 Procurement

- 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>

2.3.3 Other Requirements

- The TA provider will assist the community reentry program directors and funded community reentry programs by providing strategic thinking, critical analysis, and continuous feedback to improve or maintain program operations and ensure that the goals of the funded Emerging Adults Reentry programs are within scope, on schedule and within budget.
- The TA provider will inform the site program director and other program stakeholders as to emerging and relevant evidence-based and best practices research specific to comprehensive, multi-disciplinary approaches as defined by the criteria in the **Definitions for Evidence-based or Promising Programs and Practices** section below.
- The TA provider will work with the community reentry program directors and correctional partners to recommend risk/needs assessment tools to identify eligible participants, inform reentry/transition planning, and guide service delivery.
- The TA Provider is required to present recommendations and propose suggestions for their funded community reentry program colleagues (via technical assistance meetings, webinars, and email communications) based on:
 - Outcomes and performance of the funded community reentry programs; and
 - Knowledge gained from research and evaluation literature;
 - Minimal recommendations should:
 - Suggest improvements to services;
 - Advise changes to program strategy;
 - Improve communication and collaboration within the community;
 - Identify gaps in community programming;
 - Determine emerging trends in the community; and
 - Advance means of data collection.
- The TA provider will provide and/or facilitate technical assistance for the community reentry program directors and program partners on relevant topics such as, but not limited to, use and implementation of risk/needs assessment tools for reentry planning, program strategies, measuring and monitoring program fidelity, quarterly reporting, etc., on an as needed basis.
- The TA provider must attend all scheduled technical assistance meetings or other trainings deemed mandatory by OGR.

Definition for Research- or 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 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 <https://www.pewtrusts.org/en/research-and-analysis/data-visualizations/2015/results-first-clearinghouse-database>

Related TA Provider Requirements

1. Program Fidelity

Ensure funded community reentry programs demonstrate efforts to safeguard 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.

2. Implementation Oversight and Fidelity Monitoring

Ensure proper implementation by helping funded community reentry programs 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.

SECTION 3 - APPLICATION PROCESS

3.1 Application Questions and Instructions

Application Questions

OGR will accept written questions regarding this AGF until **October 2, 2023**. Submit questions via email to: victoria.j.gouveia@mass.gov. Responses to all questions will be posted no later than October 6, 2023 at: <https://www.mass.gov/service-details/justice-and-prevention-grants>. Responses will not be provided for questions submitted after October 2, 2023.

Application Instructions

The [online application](#) must be completed as outlined here. Submission of all attachments will be completed through the online application.

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

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 Narrative

- ***Applicant Qualifications and Experience***
 - Provide resumes of all individuals who will be filling any key role or having key responsibilities on this project. Resumes can be included with the application as **Additional Material (Attachment C)**.
 - Demonstrate the applicant's knowledge and experience working on a project with a comprehensive, multi-disciplinary approach based on **Evidence-based Programs and Practices**. Include:
 - Knowledge and experience relating to evidence-based practices and best practices research relevant to this model.¹
 - Based on the anticipated strategy for each Emerging Adults Reentry Initiative grant recipient, detail the applicant's capacity to provide support, assist, guide and potentially re-assess the feasibility and appropriateness of the selected strategy with the community reentry program director.
- ***Program Strategy***
 - **Action Research**

Explain the methods the applicant will use to provide strategic, analytic, technical and research support when assisting the funded community reentry programs and correctional partners in improving or maintaining the Emerging Adults Reentry Initiative strategy and outcomes.

 - How will the applicant assess the effectiveness of the implemented *Emerging Adults Reentry* strategy?
 - What data will be used?
 - How will the data be collected and analyzed?
 - How will this information be communicated?
 - How will the applicant inform the funded community reentry programs and correctional partners as to emerging and relevant evidence-based and best practices research specific to comprehensive, multi-disciplinary approaches?
 - What methodology/steps will be used for collecting, organizing and archiving this information for ease of accessibility to all stakeholders?

¹ For more information regarding the Office of Juvenile Justice and Delinquency Prevention Best Practices (Second Edition) at <https://www.ojjdp.gov/mpg>

- How frequently will the applicant present recommendations and proposed suggestions (as outlined in **2.3.3 Other Requirements**) to the funded community reentry programs and correctional partners?
- Define the methods for establishing an effective working relationship with the funded community programs and their correctional partners.

Section III. Reporting Technical Assistance

Explain how the applicant will assist the funded community reentry program sites and community reentry program directors to ensure timely and accurate programmatic reporting. Explanations should include:

- How the applicant will assist with data entry and processing and reviewing and validating the data.
- How the applicant will provide technical assistance related to data collection, reporting and evaluation.

Section IV. Budget Narrative and Excel Workbook (*Attachment A*)

This section outlines the budget necessary to implement the applicant’s proposed strategy. Applicants must submit a **12-month budget** and utilize **Attachment A** to document the proposed costs for each allowable cost category.

NOTE: Per Chapter 126 of the Acts of 2023 – administrative costs **cannot exceed 7.5% of the total allocation.**

- **Indirect Cost Rate Agreement**

Indirect costs are only allowed for non-profit organizations. Applicants may charge indirect costs through the use of an indirect cost rate that has been federally- approved. Please include a copy of a current, signed federally approved indirect cost rate agreement. Applicants that have never received a federally approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely.

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;
- Equipment
- Clothing;
- Construction, office furniture, or other like purchases;
- Vehicles, including insurance and/or leasing costs;
- Luxury items;
- Real estate.

Table 1. Definitions of Each Approved Budget Cost Category

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Personnel	<ul style="list-style-type: none"> • Full- or part-time regular salaried employees working on the grant.
Fringe	<ul style="list-style-type: none"> • Employer Fringe benefits requested to be paid by this grant can be based on either: 1) organization’s actual known paid costs for each benefit category, or 2) an established formula applied to the base salary numbers shown above, broken out by the benefit category. Fringe benefits are for the personnel listed in the Personnel budget category and only for the percentage of time devoted to the project. Employer paid payroll taxes may also be included as a separate cost. • 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
Contracts/ Consultants	<ul style="list-style-type: none"> • 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 OGR. • Contracts – a competitive process based on the municipality’s procurement policy should be followed when procuring contracted services. • <i>Contract salary, fringe benefit, travel, and other costs should be placed within this category and follow instructions within personnel, fringe, travel and other cost categories.</i>
Travel	<ul style="list-style-type: none"> • Only in-state mileage reimbursement is permitted for travel directly related to the purpose of the grant. • Travel costs associated with the grant shall include mileage rates not to exceed \$0.62 per mile, as well as the actual costs of tolls and parking.
Supplies	<ul style="list-style-type: none"> • General supplies required for project or office (pens, pencils, postage, training material, copy paper, and other expendable items such as books, ink, etc.).
Other	<ul style="list-style-type: none"> • Items (e.g., direct and/or support service costs, rent costs, telephone costs, reproduction costs, training material costs). Identify each item specifically.
Indirect Costs	<ul style="list-style-type: none"> • Federally negotiated and approved rate for costs that are not readily assignable to a particular project, but are necessary to the operation, maintenance of the organization and performance of the project. Include a copy of the federally approved rate with the proposal. Applicants must include a copy of the federally approved rate with the proposal. If applicants do not have a federally approved rate, they can use the de minimis rate of 10%.

3.2.3 Sub Recipient Risk Assessment Form (Attachment B)

Complete this form by following the instructions within the attachment.

3.2.4 Additional Material (Attachment C)

Provide resumes of all individuals who will be filling any key role or having key responsibilities on this project.

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 review the following instructions carefully as there are two separate steps involved in submitting the Application, Budget, and other documents: (Online Submission and Hard Copy Submission)

Please Note: The application and attachments are to be submitted electronically via the online application form. Emailed submissions will NOT be accepted.

*This AGF and all other required documents can also be found on our website:

<https://www.mass.gov/info-details/emerging-adults-reentry-initiative>

Online Submission

All applicants are required to submit the online Application by October 18, 2023 via the link below:

[SFY2024 Emerging Adult Reentry Initiative \(EARI\) Technical Assistance Provider Application \(cognitofirms.com\)](https://www.mass.gov/info-details/emerging-adults-reentry-initiative)

Hard Copy Submission

Upon submission of your online application, the grant contact will receive an email confirmation with the PDF attachments of the online submission. Please print these attachments and obtain the signature of the Senior Official on the hard copy application.

Applicants must submit by mail:

- o The complete, printed, signed application
- o Budget Worksheet (Summary and Detail sheets)
- o Risk Assessment Form
- o Federally Approved Indirect Cost Rate Agreement if indirect costs are included in budget

Online applications must be submitted no later than **4:00 p.m.** on **October 18, 2023** and hard copy of application and documents must be postmarked on or before this date and mailed to:

Attention: Victoria Gouveia, Program Coordinator

Justice and Prevention Division

Office of Grants and Research

Executive Office of Public Safety and Security

35 Braintree Hill Park, Suite 302

Braintree, MA 02184

3.4 Proposal Review Process

Applications will be subject to a competitive review process and may be reviewed in tandem with the respective Emerging Adults Reentry Initiative 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 provide support to the Emerging Adults Reentry Initiative program sites.
- **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 and Executive Director of OGR. It is anticipated that grant awards will be announced in December 2023.

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, program description, applicant qualifications and experience and strength of action research: 30 points
- Realistic, thorough, and achievable **goals, objectives, timelines, and activities**: 15 points
- Description of proposed **performance measures** and **data collection methods** used for 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

Program participants are defined as young adults between the ages of 18 and 25 who are returning to the community from state prisons and county correctional facilities.

1. Aggregate Program Data to Report:

#	Output Measure	Definition	Data Grantee Reports
These measures need to be tracked on an ongoing basis and reported annually.			
1	Number of individuals referred to the program	<p>A. Report the unduplicated count of program participants who were referred to the program during the reporting period.</p> <p>B. Of those referred, report the number individuals that were eligible for enrollment in the program during the reporting period.</p>	<p>A. Number of individuals referred to the program during the reporting period</p> <p>B. Number of individuals who were eligible for enrollment during the reporting period</p>
2	Number of participants served by program	<p>Report the unduplicated count of program participants who received grant-funded services</p> <p>This count includes:</p> <p>A. participants who received grant-funded services in the current reporting period who were carried over from the previous reporting period.</p> <p>B. participants who began receiving grant-funded services during the current reporting period (i.e., new admissions).</p> <p><i>Program records are the preferred data source.</i></p>	<p>A. Number of participants who received grant-funded services in the current reporting period who were carried over from the previous reporting period</p> <p>B. Number of participants who began receiving grant-funded services during the current reporting period (i.e., new admissions)</p>
3	Types of services provided to participants	<p>For each service category, report the number of program participants that received grant-funded services during the reporting period. An individual should only be counted once in each service category that applies; the same individual can be counted in multiple service categories (e.g., an individual who receives family support services and educational services is included in each of those service categories).</p> <p><i>Program records are the preferred data source.</i></p>	<p>A. Number of participants enrolled in a Cognitive Behavioral Therapy program (such as T4C)</p> <p>B. Number of participants enrolled in family support services</p> <p>C. Number of participants enrolled in job readiness services</p> <p>D. Number of participants enrolled in mental health services</p> <p>E. Number of participants enrolled in substance use/abuse services</p> <p>F. Number of participants enrolled in educational services</p>

			G. Number of participants enrolled in employment training services
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2. Aggregate Demographic Data to Report:

#	Outcome Measure	Definition	Data Grantee Reports
<p style="color: red;">These measures are tracked on an ongoing basis and reported annually. Report demographic information on participants who received grant-funded services during the annual reporting period.</p>			
1	Number of program participants served by Ethnicity	Report the number of program participants served, by ethnicity, during the reporting period.	A. Number of "Hispanic or Latino" B. Number of "Non-Hispanic or Latino" C. Number of "Unknown"
2	Number of Program Participants Served by Race	Report the number of program participants served, by race, during the reporting period.	A. Number of "American or Alaska Native" B. Number of "Asian" C. Number of "Black or African American" D. Number of "Native Hawaiian or Other Pacific Islander" E. Number of "White" F. Number of "More than one race" G. Number of "Other" H. Number of "Unknown"
3	Number of Program Participants Served by Gender	Report the number of program participants served, by gender, during the reporting period	A. Number "Male" B. Number "Female" C. Number "Transgender" D. Number of "Nonbinary" E. Number "Other" F. Number "Unknown"

#	Outcome Measure	Definition	Data Grantee Reports
4	Number of Program Participants Served by Age at Program Entry	Report the number of program participants served, by age at program entry, during the reporting period.	<p>A. Number "Under 18 years old"</p> <p>B. Number "18-25 years old"</p> <p>C. Number "26-30 years old"</p> <p>D. Number "Over 30 years old"</p> <p>E. Number of "Unknown"</p>
5	Educational Status at Program Entry	<p>The number of participants who had their high school diploma, GED or HiSET, or advanced degree at program entry. If participant earned more than one, report the highest level of education.</p> <p>Self-report or staff ratings are the most likely data sources.</p>	<p>A. Number of program participants who had a high school diploma at program entry</p> <p>B. Number of program participants who had a GED and/or HiSET at program entry</p> <p>C. Number of program participants who had an advanced degree at program entry</p>

3. Aggregate Outcome Data to Report:

#	Outcome Measure	Definition	Data Grantee Reports
<p style="color: red;">These measures are tracked on an ongoing basis and reported annually. Include information on participants that receive grant-funded services during the reporting period and exited the program during the reporting period. Please do not count an individual more than once. Information reported here should be based on their most recent exit from the program during the annual reporting period.</p>			
1	Number of participants exiting the program	<p>A. Report the number of participants who have exited the program either successfully or unsuccessfully during the reporting period.</p> <p>B. Report the number of 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.</p> <p><i>Program records are the preferred data source.</i></p>	<p>A. Number of program participants who exited the program either successfully or unsuccessfully during the reporting period.</p> <p>B. Number of program participants who exited the program successfully, having completed all program requirements, during the reporting period.</p>

#	Outcome Measure	Definition	Data Grantee Reports
2	Employment Status at Program Exit	<p>A. The number of participants who secured employment at program exit. Full-time employment is defined as defined by employer, typically 35 to 40 hours per week.</p> <p>B. Regular part-time employment is defined as working at least half-time, but less than full-time.</p> <p>C. 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>D. Self-report or staff ratings are the most likely data sources for unemployed.</p>	<p>A. Number of program participants employed full-time at program exit</p> <p>B. Number of program participants employed part-time at program exit</p> <p>C. Number of program participants who had temporary employment at program exit</p> <p>D. Number of program participants who were unemployed at program exit</p>
3	Housing Status at Program Exit	<p>The number of participants who secured housing at program exit.</p> <p>A. The number of participants who were in temporary housing at program exit. Temporary housing includes communal setting such as foster or group home, transitional housing program or shelter.</p> <p>B. The number of program participants who were in stable housing at program exit. Stable housing includes owning/renting apartment, room or house; living in the home or apartment of a parent, relative, friend or guardian.</p>	<p>A. Number of program participants who were in temporary housing at program exit</p> <p>B. Number of program participants who were in stable housing at program exit</p>
4	Educational Attainment at Program Exit	<p>The number of participants who earned their high school diploma, GED or HiSET, or advanced degree at program exit. If participant earned more than one, report the highest level of education.</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 at program exit</p> <p>B. Number of program participants who obtained a GED and/or HiSET at program exit</p>

#	Outcome Measure	Definition	Data Grantee Reports
			C. Number of program participants who obtained an advanced degree at program exit

4. Recidivism Data to Report:

#	Outcome Measure	Definition	Data Grantee Reports
1	Recidivism	<p>Report the number of program participants who received grant-funded services during the reporting period that recidivated during the reporting period.</p> <p>Recidivism should be defined by at least one of the following measures determine by training and technical assistance provider based on the data available: arrest (or arraignment), conviction, incarceration and/or parole or probation violation that resulted in reincarceration.</p>	<p>A. Number of program participants served during the reporting period that recidivated within 3 months of start date</p> <p>B. Number of program participants served during the reporting period that recidivated within 6 months of start date</p> <p>C. Number of program participants served during the reporting period that recidivated within 1 year of start date</p> <p>D. Number of program participants served during the reporting period that recidivated within 2 years of start date</p>

In order to report recidivism outcomes, grantees must track the following:

Individual-level Data:

#	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)

#	Variable	Definition	Format/Response Options
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, Nonbinary, Other
7	Gender	Gender of program participant as reported by the participant.	Male, Female, Transgender, Nonbinary, Other (e.g. refers to self as "they")
8	Race	<p>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.</p> <p>Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.</p> <p>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.</p> <p>Other: A person who does not fall into one of the categories listed above.</p> <p>Refuse to Answer: A person who refuses to provide a racial background.</p> <p>Unknown: A person who is unsure of their racial background</p>	<p>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)</p>
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.	

#	Variable	Definition	Format/Response Options
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.	
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.	

Recidivism Data:

#	Variable	Definition	Source	Format/Response Options
1	New_Arrestment_Date	Date of the first arrestment following the participant's prison exit date regardless of the outcome of the arrestment, 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 arrestment
2	New_Arrestment_Offense	The first offense listed for the arrestment 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 arrestment
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 -	Board of Probation CARI data	Leave blank if no new conviction

#	Variable	Definition	Source	Format/Response Options
		<p>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;</p> <p>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.</p>		
5	New_Incarceration_Date	<p>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.</p>	Board of Probation CARI data	mm/dd/yyyy (e.g. 05/20/2022); leave blank if no new incarceration
6	New_Incarceration_Offense	<p>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:</p> <p>Offense Drug - Massachusetts General Law (MGL) Chapter 94C Offenses;</p> <p>Offense Other - Miscellaneous offenses that are not clearly categorized into one of the other offense categories of Person, Property, Sex or Drug;</p> <p>Offense Person - Crimes Against the Person primarily MGL Chapter 265 offenses including assault and battery, kidnapping, manslaughter, and murder;</p> <p>Offense Property - Crimes Against Property primarily MGL Chapter 266 offenses including arson, burglary and fraud;</p> <p>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.</p>	Board of Probation CARI data	Leave blank if no new incarceration

#	Variable	Definition	Source	Format/Response Options
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