



COMMONWEALTH
 CORPORATION

REQUEST FOR PROPOSALS 2026

RELEASED IN APRIL

Re-Entry
Workforce Development
Demonstration Program



Re-Entry Workforce Development Demonstration Program



UPLOAD PROPOSAL

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PRIMARY CONTACT

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OFFICE HOURS

Join us for our upcoming Office Hours on Friday, May 23rd, from 11 a.m. to Noon via Zoom.
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**Request for Proposals
for
Re-Entry Workforce Development Demonstration Program
FY27 Appropriation**

**Issued by
Commonwealth Corporation**

RESPONSES DUE:

June 2, 2026 by 11:59PM

Upload electronic submission to the following link:

<https://commcorp.formtitan.com/ftproject/re-entryrfp>

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SECTION ONE: GRANT PROGRAM GOALS & FUNDING AVAILABILITY

A. About the Initiative

The Re-Entry Workforce Development Demonstration Program is an initiative of Secretary of Labor and Workforce Development Lauren Jones, in support of the Healey-Driscoll Administration's efforts to improve workforce outcomes for individuals returning to their communities after incarceration (i.e. returning citizens). This state-funded initiative is administered by Commonwealth Corporation (CommCorp) on behalf of the Executive Office of Labor and Workforce Development. This grant initiative is funded through a General Appropriation Act in the Fiscal Year 2027 State Budget (7003-0150).

B. Definitions

For the purposes of this solicitation the following terms are defined as follows:

Applicant(s): organization(s) applying to receive funds, accountable to grant terms and responsible for coordinating all activities of the Grant Program.

Partner(s): organization(s) committed to working together with the Applicant to implement the Grant Program. Required partners must have an executed partnership agreement through a Memoranda of Agreement or Understanding or letter of support.

Partnership(s): collectively all the Partners working together to implement the Grant Program.

Participants: **eligible** individuals enrolled in the grant program.

Grant Program: the proposed training, case management, wrap around support and job placement Grant Program.

Partnership agreement: a formal document, such as a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or letter of support, that confirms an organization's participation in the proposed Partnership and outlines its specific role in the project.

Primary Contact: Serves as the main day-to-day contact and will be copied on all communications.

Authorized Signatory: authorized to sign contracts and related documents on behalf of the organization, and empowered to legally commit the organization.

Fiscal Contact: responsible for invoices and budget matters, including submitting invoices and managing fiscal communication.

C. Grant Initiative Goals

Commonwealth Corporation is seeking applications from Partnerships that have demonstrated experience, success, and current capacity in providing occupationally focused training and placement Grant Programs for returning citizens.

Eligible participants include adults (age 18 or older) who:

- are scheduled for release from a Massachusetts House of Correction, Department of Correction, or Department of Youth Services (DYS) facility within 180 days of the Grant Program start date, or
- were released from one of these facilities up to 18 months prior to enrollment, or
- a combination of both

Applicants must demonstrate that the services they plan to provide will result in job placements, as measured by Participants securing and retaining a job for at least 30 days. Participants may secure and retain employment up to three months after the grant period end date. Successful employment outcomes may be reported up to three months after the grant period end date.

Successful Partnerships will provide case management support alongside occupational and work readiness skills training, while prioritizing community engagement/outreach, individualized coaching, and intensive placement and post-placement support services. Successful partnerships use (1) research-validated assessment instruments to assess participant capacities, interests, and risks and (2) staff discretion to incorporate a qualitative approach to identifying a participant's needs.

Applicants who have previously run similar programs for a comparable population are expected to begin delivering services at the start of the one-year grant period. Partnerships without this prior experience may use up to the first 2 months of the grant period to redesign their program to meet the needs of the eligible population.

D. Funding Availability

Commonwealth Corporation anticipates awarding up to a total of \$2.25 million in grants through this solicitation. This projection is based on funding anticipated to be appropriated in the FY27 budget. All awards are conditional and dependent upon available funding. If the available funding differs from the anticipated amount stated in this solicitation, CommCorp reserves the right to modify the total available funding awarded to grants in final grant awards and shall notify all grantees of any such changes.

Applicants may request up to \$250,000. Applications proposing more than \$15,000 per successful employment outcome will not be considered. The most competitive historical applications have averaged approximately \$7,205 per employment outcome. This per-person amount includes all expenses required to obtain an employment outcome, including recruitment, training, support, program design and program management.

E. Program Structure and Design Expectations

Partnerships will have 12 months to deliver their Grant Program. Each Partnership's Grant Program design proposal must include a set of services that are necessary for eligible Participants to secure employment, measured by Participants securing and retaining a job for at least 30 days. Participants may secure and retain employment up to three months after the grant period end date. Successful employment outcomes may be reported up to three months after the grant period end date.

F. Match Requirement:

Match is not required and will not be considered as part of CommCorp's review.

G. Allowable Costs

Funds may be used for costs associated with delivering training and placement activities, as well as other services to prepare Participants transitioning from a Massachusetts House of Correction, Department of Correction, or Department of Youth Services (DYS) facility. These services are intended to support success in the targeted occupation(s), optimize opportunities for Participant learning and career development, and achieve placement for Participants. This includes:

- Outreach, recruitment, assessment, and selection
- Support services needed to ensure Participants' program completion and outcome attainment, such as transportation, childcare, textbooks, uniforms, housing stipends, and tools
- Training delivery, including classroom and formal on-the-job training
- Stipends for participating in training and work-based learning experiences (e.g. internships)
- Staff time for Grant Program coordination, job development, case management and data entry

H. Participant Incentives & Gift Cards

Incentives are often used to encourage certain behavior by program Participants (an example includes a \$100 gift card in exchange for good attendance or to recognize program completion). Use of incentives should be tracked with documentation on the type of incentive, amount of incentive, and program recipient name. If the amount of the gift cards alone or the

gift cards combined with the stipends exceeds \$600 annually, the value of the gift cards also needs to be documented in the 1099 MISC.

SECTION TWO: ELIGIBLE APPLICANTS & PARTNERS

A. Eligible Applicants

The following organizations are eligible to apply as Applicants:

1. Non-profit or community-based organization, particularly those with a track record of serving returning citizens (this includes training and other service providers)
2. MassHire Workforce Board
3. MassHire Career Center
4. House of Correction facility/Department of Correction facilities
5. Probation or Parole Offices
6. State and/or Local Government Agency
7. Private Educational Institution
8. Membership Association/Consortium (including Labor Organizations)
9. Other agencies or entities who are able to receive state funding and are deemed eligible by Commonwealth Corporation

We recognize that collaborations that bridge corrections and workforce development are critical to supporting successful transitions for returning citizens and strongly encourage proposals that leverage existing partnerships between the Department of Corrections (DOC) and MassHire Workforce Boards or Careers Center to apply.

B. Partnership Overview and Requirements

Each application must include a Partnership that collectively demonstrates experience, success, and current capacity to deliver occupational training and employment services that lead to job placement for the target population.

Partnerships must also demonstrate the ability to engage racially and culturally diverse, community-reflective participants and organizations, and must include a partner that can refer and verify eligible participants into the program.

Role of the Lead Applicant in the Partnership

The Lead Applicant may serve in any of the required roles except Employer Partner.

If the Lead Applicant also functions as an Employer, they must still partner with at least two CORI-friendly Massachusetts businesses to meet the employer requirement.

If the Lead Applicant fulfills other roles (e.g., Training Provider, Community-Based Organization, Corrections Agency), they do

	<p>not need to submit an MOU, MOA, or letter of support for themselves.</p> <p>Instead, the Lead Applicant must clearly describe in their Program Narrative (Attachment 1):</p> <ul style="list-style-type: none"> • Their role(s) within the Partnership • Responsibilities and deliverables <p>The Selected Applicant will be responsible for all fiscal and administrative management of the grant, including financial oversight and data reporting.</p>
<p>Required Partnership Members</p>	<p>Each Partnership must include entities that fulfill the following roles:</p> <ul style="list-style-type: none"> • Employers (at least 2) • Training Provider • Community-Based Organization (CBO) • Corrections Agency, such as a: <ul style="list-style-type: none"> ○ House of Correction (HOC) facility ○ Department of Correction (DOC) facility ○ Department of Youth Services (DYS) ○ Probation or Parole Office <p>A single organization—including the Lead Applicant—may fulfill one or more of these roles, except as noted above.</p>
<p>Documentation Requirements for Partners</p>	<p>All external partners (i.e., organizations other than the Lead Applicant) must submit a Partnership Agreement (for example, an MOU, MOA, or letter of support) that includes:</p> <ul style="list-style-type: none"> • A clear description of their role • Specific responsibilities and deliverables • A designated point of contact (with email) • Evidence of shared investment in the program’s success • Number of referrals from Corrections Agency partner • Number of interviews or job placements offered by Employer Partners • Defined services or supports provided by CBO <p>CommCorp does not require a specific format, but all documents must include these elements. All documents provided must be signed and up-to-date. Competitive</p>

	applications will include detailed, proposal-specific information. Vague or general statements will not be considered competitive.
Planning for Participant Success	<p>Applicants must demonstrate that they have worked with partners to address common barriers to participation. Plans should include:</p> <ul style="list-style-type: none"> • Distribution of program materials • Identification of accessible job opportunities • Communication between employers and case managers • Scheduling considerations (e.g., parole/probation requirements) • Transportation solutions for participants

C. Required Partnership Members

Partnerships must include a minimum of the following required partners:

Two (2) businesses (must be different from the lead applicant’s organization)	<p>Must operate in Massachusetts and employ Massachusetts residents in the target occupation(s). Successful Applicants will demonstrate that they have relationships with local businesses committed to providing placements for Participants and agree to verify job placements for the Grant Program.</p> <p>Selected employer partners need to have demonstrated in the Partnership agreement vacancies and/or hiring needs for workers in the proposed target occupation and a commitment to a candidate-sourcing strategy that includes recruiting and training eligible participants as a solution to meet this demand.</p> <p>Selected employers are also expected to participate in an Employer Partner meeting (organized by Commonwealth Corporation) once per year.</p> <p>These businesses must sign a partnership agreement (through an MOA, MOU, or letter of support) verifying their commitments to the details above. Please note that if workers in the proposed target occupation at participating businesses are covered by a collective bargaining agreement, the union that represents the workers must also demonstrate partnership through a signed agreement</p>
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<p>One (1) training and employment services provider</p>	<p>The training provider delivers occupational training and demonstrates expertise in providing occupational skills training integrated with work readiness/soft skills development and placing individuals in the target occupation.</p> <p>Note: this role can be filled by the Lead Applicant or another Partner.</p>
<p>One (1) Community-based organization</p>	<p>The community-based organization (CBO) must demonstrate expertise in engaging and supporting returning citizens as they transition successfully into the community and workforce, as evidenced by a proven track record of delivering culturally responsive care. The CBO must also help build the training program’s reputation within the community, establishing it as a trusted resource among existing re-entry efforts and community partners. Nonprofit organizations often serve in this role.</p> <p>Applicants are encouraged to incorporate culturally responsive approaches into program design and service delivery. Application of cultural responsiveness to programming may look like:</p> <ul style="list-style-type: none"> • Integrating each individual’s traditions, customs, values, and beliefs into service delivery • Considering existing internal biases and how it affects program delivery and seeking education to develop cultural responsiveness • Hiring staff members or securing partners with lived experience • Understanding how a Participants’ background may affect their learning style, communication preference, and overall program success leading to higher program graduation rates <p>Note: this role can be filled by the Lead Applicant or another Partner.</p>
<p>Corrections Agency (formerly HOC/DOC Partner)</p>	<p>The Corrections Agency includes the following entities working in your region:</p> <ul style="list-style-type: none"> • House of Correction (HOC) facility • Department of Correction facility • Department of Youth Services (DYS)

	<ul style="list-style-type: none"> • Probation or Parole Offices <p>For the Corrections Agency, Applicants must address the following areas:</p> <ul style="list-style-type: none"> • Referral process for eligible Participants and verification of eligibility • Location of services and assessment of the population that will be able to access that location • Transportation plan if service population has access to offsite work/training opportunities • Contact plan to obtain Participant contact information post-release and to coordinate post-release planning to ensure a seamless transition to community-based services and employment • Provide coordinated support services to promote successful re-entry into society and the workforce <p>For proposals that include pre-lease or behind-the-wall programming, a Partnership agreement from an HOC or DOC facility is required and must also address the following areas:</p> <ul style="list-style-type: none"> • Distribution of materials for use in training within corrections facilities for any behind-the-wall training • Access to technology within corrections facilities <p>Note: this role can be filled by the Lead Applicant or another Partner.</p>
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D. Recommended Partnership Members

Partnerships may include additional members, including the ones listed above as well as but not limited to:

- Office of Community Corrections
- The regional MassHire Workforce Board and/ or MassHire Career Center

Proposals that include additional Partnership Members will be considered competitive, especially if those Partnerships clearly enhance the design, implementation, and/or impact of the Grant Program.

SECTION THREE: TRAINING PROGRAM DESIGN REQUIREMENTS

A. Target Populations

Applicants funded under this grant will serve individuals 18 years or older as of program enrollment who reside in Massachusetts, and:

- are scheduled for release from a Massachusetts House of Correction, Department of Correction, or Department of Youth Services (DYS) facility within 180 days of the Grant Program start date, or
- were released from one of these facilities up to 18 months prior to enrollment, or
- a combination of both

B. Target Occupations

Successful Applicants must provide training and placement services that prepare eligible Participants to meet a regional business' skill need and work readiness requirements for in-demand occupation(s). Applicants may propose to train individuals for either an occupation in a single industry sector or for an occupation that exists in multiple industry sectors.

Competitive applications will identify a specific occupation to be targeted and design a training Grant Program that prepares Participants for that specific occupation. We recognize that there are occupations with identical required skills and credentials for entry. Applicants may propose to train Participants for multiple target occupations if the required skills and credentials are identical and can be obtained through participation in the same training Grant Program.

Applications must identify a target region and include information about unmet demand for workers for the target occupation. This information must be sourced from regional employers and include current and projected vacancies, anticipated growth in demand for the occupation and related skills, and the credentials required for entry. Together, this information should demonstrate that the occupation is of critical importance to employers in the region and that there is a clear need for the proposed training and placement Grant Program.

Applicants are encouraged to submit applications for target occupations that align with high growth career pathways articulated as priorities by the Healey-Driscoll Administration. Further information about these industries and occupations is included in the following resources:

- The [Regional Blueprints](#) identify life sciences, health care and human services, clean energy and advanced manufacturing as high growth career pathways throughout the Commonwealth.
- The Industry Pathways are sourced from the North American Industry Classification Systems (NAICS), the federal standard used in classifying businesses.

There is a growing body of research demonstrating that job seekers benefit from starting at a higher wage and by participating in programs that provide information and coaching on career continuums beyond the first entry-level job. According to an article from the Federation of

American Scientists, “Sectoral employment training programs offer a proven, evidence-based way to generate substantial and long-term employment and earnings gains for participants. These programs provide low-income and non-traditional workers (i.e., workers without a high school or college degree) with access to higher-wage jobs in better paying sectors with opportunities for advancement.”

Successful Applicants will be required to provide evidence that the Grant Program will place Participants in jobs in which the combination of wages, employer-supported benefits and upward mobility pathways are likely to support the goal of increased earned income and economic stability.

Such evidence might include:

- the proposed target occupation has attainable opportunity for career advancement and wage progression within a reasonable timeframe.
- the employer partners invest in supporting entry-level employees’ career advancement.
- the employer partners provide sufficient benefits to support a transition from public benefits receipt in preparing for career advancement.

C. Program Design Requirements

Grant awards will support organizations that propose a set of services to enroll eligible Participants into an occupational skills training Grant Program that will prepare participants for success in the target occupation, optimize participant learning and career development, and result in job placement. Successful Applicants will:

- Propose an enrollment and training schedule that includes anticipated continued employment past the end of the grant period.
- Provide clear evidence of commitment to relevant roles and responsibilities from Partnership members, including Required Employer Partners.
- Provide intensive, trauma-informed, supportive case management and maintain case notes for each Participant; case management services must include connecting with other service providers/reporting Partners such as probation/parole officers and mental health providers/clinical support.
- Implement one or both program training models listed below:
 - a post-release, cohort based, occupational skills training and placement Grant Program. The training schedule must specify the start and end date of each training cohort in Attachment 2 and finish prior grant end date.
 - an individualized pathway for Participants to access wraparound services and earn an industry-recognized credential such as ServSafe and OSHA (Occupational Safety and Health Administration). Participants can also earn certification, including:

- Basic education, including ABE, GED, ESOL, math, computers/technology contextualized to the industry and occupation(s)
 - Vocational training
 - Post-secondary education and credentialing contextualized to the industry and occupation(s)
 - Registered Apprenticeship
 - On-the-job training
 - Paid work experience
- Develop and implement a recruitment, assessment and selection process which is able to meet the unique racial, cultural, and lived experiences of the Participant population returning to the community. Applicants may propose to begin this process pre-release with a goal of selecting and preparing Participants for immediate enrollment in the proposed post-release occupational skills training and placement Grant Program. The recruitment, assessment and selection process must ensure that:
 - Individuals selected to participate in the Grant Program are willing, able and available to work and view the Grant Program as a resource to prepare them for work in the target occupation(s)
 - Participants are aware of the target occupation(s)' job description(s), duties, physical requirements, schedule and work environment(s) prior to applying to the Grant Program
 - Participants have the pre-requisite skills to succeed in the program, prior to enrolling in the Grant Program
- If proposed strategy includes a pre-release/behind the wall component, Applicants shall engage and identify key personnel within their HOC/DOC Partner to create a proposed Participant/cohort flow through services provided within the HOC/DOC. This should include, but is not limited to inmate movement, schedules, availability of textbooks, transportation, etc.
- Assign job placement staff, responsible for active outreach to and engagement with aforementioned Required Employer Partners, to identify and secure unsubsidized job placements in the target occupation(s) for Grant Program Participants up to 3 months after the grant period end date.
- Provide or connect Participants to support services including transportation, childcare, food, and housing assistance to alleviate barriers to completion and unsubsidized employment.

D. Workplace Inclusion

Applicants must describe how they plan to engage with employers to ensure their workplace is inclusive and supportive of returning citizens during job placements. This may include facilitating partnerships with fair chance employers, offering flexible schedules to accommodate reentry-related obligations, adopting inclusive practices such as trauma-

informed supervision and staff training on working with justice-involved individuals, etc. Offering workplace accommodations, training opportunities, and other services may also be considered inclusive actions.

E. Outcome Expectations

Applicants must propose realistic, attainable job placement goals, subject to review & approval by the proposal review committee. The most competitive applications will aim for at least a 50% job placement rate and an average wage of \$19.30/hour. Applicants must explain why the proposed placement rate and investment per placement is appropriate for the eligible Participant population and the proposed Grant Program. This explanation should cite specific performance rates documented for a similar program design, serving a similar population.

SECTION FOUR: ADMINISTRATIVE REQUIREMENTS

A. Participant Level Data Reporting Requirements

Selected Applicants will be required to enter participant level data into a secure database administered by Commonwealth Corporation. This data will include: basic identifiers and demographics (including social security number); information about employment status and education level; information about services received (including enrollment date and industry pathway); and outcomes achieved by participants. This data shall be required to be updated on a monthly basis. Selected Applicants are expected to appropriately collect, store, handle, and safeguard all participant data as part of their participation in this program.

Selected Applicants will be required to collect, store, handle, and safeguard certain pieces of information about all program participants. As such, Selected Applicants will be required to maintain all reasonable and appropriate security procedures and practices necessary to protect participants' information from unauthorized access, destruction, use, modification, disclosure, or loss. Selected Applicants will be required to enter this participant-level data into a secure web-based data reporting tool that is managed by Commonwealth Corporation. Data elements will include, but are not limited to: contact information, identifiers (including social security number), demographics, work history, employment status, previous education, services received (including enrollment date and industry pathway), and outcomes achieved for all participants. Selected Applicants should enter data as soon as it becomes available, but at a minimum, are required to update and enter data on a monthly basis.

B. Program Progress Reporting Requirements

Selected Applicants will be required to submit the following narrative reports using templates supplied by Commonwealth Corporation:

Quarterly Reports: These reports will be due quarterly and will include an update and reflection on progress in meeting performance measures and reporting the Grant Program's successes and challenges. Selected Applicants will also be responsible for entering participant level data into the secure CommCorp database on a minimum of a quarterly schedule or upon request from CommCorp.

Final Report: Selected Applicants must submit this report at the end of the contract period; this Final Report will document what was achieved through the investment of these funds, inform future funding and/or grantmaking practices, and provide information that could be used more generally among organizations doing similar work. The format for this report will be provided by CommCorp to grantees after a contract is awarded.

C. Program & Fiscal Monitoring

Commonwealth Corporation is responsible for ensuring that organizations receiving grant funds:

1. Have the fiscal systems, including operating internal controls, and program systems needed to meet select federal, state, and other (e.g. foundation) requirements, as applicable
2. Meet the terms of the grant award outlined in the contract with Commonwealth Corporation
3. Complete program activities and deliverables as outlined in the contract
4. Expend grant funds only for allowable activities

To fulfill this responsibility, Commonwealth Corporation will periodically request and review documentation related to the grantee organization, program activities, service delivery, and grant expenses and activities. Partnerships and Applicants shall provide any requested documentation within four business days of a request by CommCorp. Failure to provide requested documentation may result in corrective action, including the potential of contract termination. Additional information will be provided after a contract is awarded.

D. Technical Assistance

Selected Applicants will be assigned a Commonwealth Corporation Program Manager and must assign a main point of contact at their organization who is accountable for the grant. The Commonwealth Corporation Program Manager will be available to support Selected Applicants through the duration of the grant, answering questions about operational issues as well as providing technical assistance to ensure Selected Applicants meet their performance outcomes. All successful Applicants will be required to participate in network-wide Technical Assistance sessions (the cadence of these sessions are to be determined).

E. Payment

Funds will be disbursed on a cost reimbursement basis. Selected Applicants will be required to submit a Fiscal Status Report (FSR) on a monthly basis using a template, supplied by Commonwealth Corporation. CommCorp reserves the right to update or modify this template. Selected Applicants are responsible for ensuring they are utilizing the most up-to-date version. Selected Applicants will only be reimbursed for expenses incurred during the pre-defined contract period. Applicants for each Partnership will be required to maintain back-up documentation for expenses and must submit documentation to CommCorp upon request.

F. Investment per Outcome

Each Grant Program proposal will be evaluated based on the investment per employment outcome, which includes the number of un/underemployed Participants who obtain an unsubsidized job or wage gain measured at 30 days retention. Applications proposing more than **\$15,000 per successful employment outcome** will not be considered. Competitive applications will be thoughtful about what they propose, to ensure that they are providing the best value to individual Participants and CommCorp. This amount includes all expenses required to obtain an employment outcome, including recruitment, training, support, program

design and Grant Program management.

G. Amendments

Selected Applicants may request up to three (3) budget amendments per funding cycle. The final deadline for amendment submission is three months prior to the contract end date. Any such amendments are entirely at the discretion of CommCorp and shall be reviewed on a case-by-case basis.

H. Project Terms & Conditions

Selected Applicants agree to abide by Commonwealth Corporation's Standard Contract Terms and Conditions and any other applicable program requirements imposed by Commonwealth Corporation, which will be provided during contract negotiation. Applicants may review these terms and conditions prior to submitting an application by visiting <https://commcorp.org/resources/> In addition to the standard terms, all final contracts are subject to negotiation of a final statement of work.

SECTION FIVE: SCHEDULE & INSTRUCTIONS FOR SUBMISSION

Activity	Date
Request for Proposals Released	April 21, 2026
Bidders' Webinar Posted	May 7, 2026
Office Hours	May 13, 2026 11:00-12:00 pm (link below)
Deadline to Submit Written Questions	May 22, 2026
All Answers to Written Questions Posted on Website	May 26, 2025
Applications Due	June 2, 2026 by 11:59PM
Earliest Anticipated Contract Start Date	October 1, 2026
Contract End Date	September 30, 2027

A. Clarification Period

A pre-recorded bidders' webinar will be posted on Commonwealth Corporation's website on or near Thursday, May 7th, 2026. Office Hours to answer questions will be held on Wednesday, May 13th, 2026, from **11:00am-12:00pm**. Interested Applicants can use this link to register and attend Office Hours: <https://bit.ly/officehourPY27>.

Additionally, questions about this RFP will only be accepted in writing through May 22, 2026, by 11:59PM. Applicants can ask questions and/or sign up to receive email notifications when new responses are posted at the following link:

<https://commcorp.formtitan.com/ftproject/re-entryrfpquestion>.

Questions will be responded to and posted on Commonwealth Corporation's website at www.commcorp.org on a weekly basis and no later than May 26, 2026. CommCorp reserves the right to modify or decline to answer any question. All potential Applicants are advised to check the Commonwealth Corporation's website periodically for additional information and updates until submissions are due.

B. Application Submission Instructions

Applications are due on June 2, 2026, by 11:59PM. Please upload your submission to the following link: <https://commcorp.formtitan.com/ftproject/re-entryrfp>. To upload your submission, you will need to provide the following information: (1) the Legal Name of the Applicant organization, (2) the Applicant organization's Federal Employer ID Number, (3) the Applicant organization's Department of Unemployment Assistance ID Number, (4) the Total Program Funds Requested, (5) Proposed Participants Served, and (6) the Applicant organization's Primary Contact Person (to be notified upon decision of grant award). Note that the application should only be submitted by someone with the authority to bind the Applicant organization.

Competitive applications will review all Application Submission Package components (listed below) prior to uploading to ensure they have completed all the required information.

Should you encounter any submission issues, please contact Jennifer Javier at re-entry@commcorp.org.

C. Application Submission Package Components

The following documents make up the required components of the Application Submission Package. Failure to follow the below technical instructions and/or provide any of the documents or materials listed below prior to the due date may result in the disqualification of the application. It is the sole responsibility of the Applicant to ensure that responses are received at the proper location, prior to the stated deadline.

Attachment 1: Program Application Narrative Form	Respond to all questions on the Program Application Narrative Form. Attachment 1 has a ten-page limit including charts. We ask that you limit responses only to what is necessary to answer each question sufficiently. You may adjust the spacing in this section to accommodate your answers. Do not delete any of the questions.
Attachment 2: Industry Pathways & Training Work Plan	Applicants must complete the accompanying spreadsheet to provide key details about their proposed training. The spreadsheet collects information such as the industry pathway, target occupations, projected enrollment and completion numbers, delivery format, training timeline, and any credentials participants will earn. Please ensure all fields are filled out accurately and reflect the commitments described in your proposal.
Attachment 3: Certificate of Good Standing	All Applicants* must submit a Certificate of Good Standing from the Massachusetts Department of Revenue. This should be included in your Application Submission Package and labeled Attachment 3.
Attachment 4: Certificate of Compliance	All Applicants* must submit a Certificate of Compliance from the Massachusetts Department of Unemployment. This should be included in your Application Submission Package and labeled Attachment 4.
Attachment 5: Program Budget, Budget Request Narrative and Outcome Chart	Attachments 5a, 5b and 5c are the Budget Summary, Grant Budget Request and Outcome Chart Forms, there are additional detail tabs for Salaries, Support Services and Contracted Services that populate areas of the other forms mentioned above. These are included as a separate MS Excel Workbook labeled “PY27 Re-Entry Budget Form.” You must

	<p>submit a detailed budget request using the forms provided. The budget will also become the financial basis for any grant award, and for making cost reimbursement payments over the course of the duration of the grant period. Commonwealth Corporation reserves the right to modify application budgets prior to and/or after grant award.</p>
<p>Attachment 6: Partnership agreements (e.g. Memorandum of Understanding/Agreement or Letter of Support)</p>	<p>Each partner must demonstrate their commitment to the design and implementation process for this initiative. Each partner must also outline their role and anticipated activities. Each partner’s commitments, roles and activities must be provided either through a signed agreement such as a Memorandum of Understanding (MOU) among Required Partners and/or through the submission of separate letters of support. This component pertains to all Partners including Recommended Partners.</p>
<p>Attachment 7: W-9</p>	<p>W-9: All Applicants must submit a completed W-9 form signed within the last 12 months as part of the application process. The W-9 should reflect your organization as it is registered with the IRS and should represent the entity with whom the contract will be made. This should be included in your Application Submission Package and labeled Attachment 8.</p>

***Please note that community colleges, public vocational technical high schools, and public universities serving as the Applicant do not need to submit a Certificate of Good Standing and Certificate of Compliance.**

SECTION SIX: PROPOSAL EVALUATION PROCESS AND CRITERIA

A. Proposal Evaluation Process

Proposals submitted in response to this solicitation will be evaluated by Commonwealth Corporation. Representatives of the Executive Office of Labor and Workforce Development may participate in this process.

The review process will consist of the steps below.

<p>Step 1: Threshold Criteria Screening</p>	<p>Submissions will be screened for completeness, conformity to the program requirements and timeliness of response. Submissions that are incomplete, non-conforming, or late may not be considered.</p>
<p>Step 2: Compliance Screening</p>	<p>Commonwealth Corporation will conduct an analysis to ensure all Applicants are in compliance with state and federal law. Applicants are encouraged to review these criteria and ensure they are in compliance prior to submitting an application. Commonwealth Corporation will conduct, at a minimum, the following reviews to ensure compliance:</p> <ul style="list-style-type: none"> • Ensure Applicants are in good standing with the Massachusetts Department of Revenue. Commonwealth Corporation will conduct this screening by reviewing the Certificate of Good Standing (C.O.G.S) submitted in the Grant Application Package. Please note that community colleges, public vocational technical high schools and public state universities serving as the Applicant do not need to submit a Certificate of Good Standing. • Please follow this guidance when requesting and submitting a Certificate of Good Standing from the Department of Revenue: <ul style="list-style-type: none"> ○ The Certificate of Good Standing from the Department of Revenue is not the same and should not be confused with a Certificate of Incorporation from the Secretary of State ○ This is a link to a sample C.O.G.S: download (mass.gov) ○ C.O.G.S. must be less than six months old ○ Please visit the Department of Revenue’s website MassTaxConnect (state.ma.us) for more information about the C.O.G.S and to complete an online application to obtain a Certificate

	<ul style="list-style-type: none"> ○ Applications for a C.O.G.S can generally take 24-48 hours to be processed. • Ensure Applicants are in full compliance with all obligations to the Department of Unemployment Assistance, Department of Industrial Accidents, and any other obligations to the Commonwealth of Massachusetts. • Please follow the Step-By-Step Guidance below when requesting and submitting a Certificate of Compliance from the Department of Unemployment Assistance (DUA) that has not expired by the date of the application submission. <ul style="list-style-type: none"> ○ This is a link to the Step-By-Step Guidance in requesting and submitting a Certificate of Compliance from the DUA: LINK • Ensure Applicants do not appear on any debarment list and are not in any way prohibited from doing business with the Commonwealth of Massachusetts. This requirement shall apply to all Partners, not simply the Applicant.
<p>Step 3: Review Committee</p>	<p>A review committee will read, review, and score all eligible submissions. Review results will be documented. Commonwealth Corporation reserves the right to request additional information from any Applicant, including information to ensure that the review committee has a complete understanding of the program concept.</p>
<p>Step 4: Award notification</p>	<p>All Applicants will be notified of their award status by email.</p>

Rubric

Category	Point value
Track record of success and qualifications/capacity of Applicant and Partners with grant management, fiscal coordination, and implementation of proposed Grant Program	15
Track record of being able to recruit, serve, and partner with racially, culturally diverse, and community reflective Grant Program Participants and organizations to address the needs of the specified	20

eligible Participant population and/or; Track record of meeting the unique racial, cultural, and lived experiences of the institutions population and/or the population returning to the community, as evidenced by current or long-standing and diverse Partnerships	
Detailed program design that addresses the required training program design requirements as outlined in Section 3	15
Comprehensive job placement strategy that is likely to result in placement and retention for a majority of program completers within career-track employment & sustainable wage positions	20
Well-defined Partnership Agreement detailing partner roles, including strong commitments from employers that indicate a strong likelihood that employers will hire Grant Program completers, and detailed plans with HOC/DOC if Grant Program is targeting individuals prior to release	15
Budget aligns with the proposed training Grant Program design and the proposed enrollments and outcomes are appropriate given the expenses of the Grant Program	15

B. Additional Terms

In addition to the scoring system outlined, Commonwealth Corporation reserves the right to only consider submissions that, in our sole judgment, are complete and responsive to the solicitation's requirements and include all required application components. Additionally, Commonwealth Corporation reserves the right to consider other criteria in making competitive awards among comparably qualified Applicants. Commonwealth Corporation reserves the right to reject any and all applications, or to accept any and all applications, in whole or in part, if deemed to be in the interest of the Commonwealth Corporation or the Commonwealth of Massachusetts to do so. This RFP does not commit Commonwealth Corporation to award any contracts. Upon submission, all applications become the property of Commonwealth Corporation. Commonwealth Corporation is not responsible for electronic submissions that are not received by Commonwealth Corporation.

C. Appeals

Appeals of the funding decision may be filed with Commonwealth Corporation for review by CommCorp's legal counsel or their designee. Appeals must be filed within fifteen days of the date of Commonwealth Corporation's notice to unsuccessful bidders. Upon request, CommCorp, at its sole option, may decide to hold an informal review of a grant decision, and may decide to grant or deny an appeal or modify an award based on information learned during the informal review. Please email Aadil Sulaiman, Vice-President, Youth & Justice

Programs, at asulaiman@commcorp.org to file an appeal.

D. Audited Financial Statements & Verification of Fiscal Management Capacity

All Applicants that are selected for an award will be required to submit a copy of the organization's most recent audited financial statement prior to the execution of a final contract. In addition, prior to the grant award, Commonwealth Corporation staff may review an organization's fiscal systems and internal controls to verify that the organization has the capacity to manage public grant funds and administer the Grant Program. Applicants are required to submit a completed [W-9 form](#) as part of the application process. Applicants selected for funding are required to submit an updated W-9 form if changes occur to the grantee's legal name, tax ID number, business address, or upon request by Commonwealth Corporation. Selected Applicants are also responsible for ensuring that the information they've provided to CommCorp remains current and shall supplement this information in the event of updates or changes.

SECTION SEVEN: SUMMARY OF ATTACHMENTS

A. Summary of Attachments

The following attachments must be submitted by all Applicants.

Attachment 1	Program Application Narrative Form
Attachment 2	Industry Pathways & Training Work Plan
Attachment 3	Certificate of Good Standing
Attachment 4	Certificate of Compliance
Attachment 5	Program Budget, Budget Narrative, Planned Outcomes Chart
Attachment 6	Partnership Agreements such as Memorandums of Understanding/Agreement and Letters of Support
Attachment 7	W-9

 [Click here to download PY27 RFP Attachments](#)



**Re-Entry
Workforce Development
Demonstration Program**