



COMMONWEALTH
 **CORPORATION**

REQUEST FOR PROPOSALS

2024

RELEASED APRIL

**Re-Entry Workforce
Development
Demonstration Grants**



Re-Entry Workforce Development Demonstration Grants



UPLOAD PROPOSAL

Click here to upload your electronic submission. This is the second step of the application process.



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INFO SESSION

Join us for our upcoming Office Hours on Tuesday, April 23rd, from 9:30-10:30 am. via Zoom.
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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 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 2024 State Budget (7003-0150) and potential future funding in the Fiscal Year 2025 State Budget.

B. *Definitions:* For the purposes of this solicitation the following terms are defined as follows:

- a. *Applicant(s):* organization(s) applying to receive funds, accountable to grant terms and responsible for coordinating all activities of the Grant Program.
- b. *Partner(s):* organization(s) committed to working together to implement the Grant Program.
- c. *Partnership(s):* collectively all the Partners working together to implement the Grant Program.
- d. *Participants:* individuals enrolled in the grant program.
- e. *Grant Program:* The proposed training, case management, wrap around support and job placement Grant Program.

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. The ideal target population includes individuals who will be released within 60 days of a Grant Program start date or individuals who were released no earlier than 12 months prior to enrolling in the Grant Program 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 within 3 months of 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.

Applicants with experience delivering a similar program for a similar target population are expected to begin delivering services at the start of the one-year grant period. Partnerships

without prior experience delivering programs for returning citizens may use up to 2 months of the one-year grant duration for population-specific program redesign.

D. Funding Availability: Commonwealth Corporation anticipates awarding up to a total of \$3 million in grants through this solicitation. This projection is based on a combination of funding available from the FY24 State Budget and funding anticipated to be appropriated in the FY25 budget. All awards are conditional and depend on available funding. If the available funding is different than 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. A maximum investment target of **\$15,000 per employment outcome** has been established. 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 must include a set of services that are necessary for their proposed target population to secure employment, measured by Participants securing and retaining a job for at least 30 days within 3 months of grant period end date.

F. Match Requirement: Match is not required.

G. Allowable Costs: Funds may be used for costs associated with delivering training and placement activities, and other services to prepare Participants transitioning from a department of correction or house of corrections facility, for success in the targeted occupation(s), to optimize opportunities for participant learning and career development, and to achieve placement for Participants. Funds may be used to support the following:

- Outreach, recruitment, assessment, and selection
- Support services needed to ensure Participants' success, such as transportation, childcare, textbooks, uniforms, and tools
- Training delivery, including classroom and formal on-the-job training
- Stipends for participating in training and work experience
- Staff time for Grant Program coordination, job development, case management and data entry

SECTION TWO: ELIGIBLE APPLICANTS & PARTNERS

A. Eligible Applicants: The following organizations are eligible to apply as Applicants on behalf of a Partnership:

1. Community-based organizations, particularly those with a track record of serving returning citizens
2. Non-profit education, training, or other service providers
3. MassHire Workforce Board
4. MassHire Career Center,
5. House of Correction facility/Department of Correction facilities
6. Other entities deemed eligible by Commonwealth Corporation

B. Required Partnership Members: Collectively, the members of a Partnership must have demonstrated experience, success, and current capacity in providing occupationally focused training and placement programs for returning citizens reentering the community, including support services, education, training, and employment services. Partnership members are additionally expected to have demonstrated capacity to recruit and partner with racially & culturally diverse, community-reflective Participants and organizations to address the needs of the target population. Applicants must also demonstrate that they have an existing relationship with an organization that has access to and will provide referrals to the Grant Program.

For the required Partners listed below, these aspects must be demonstrated either through a signed Memorandum of Agreement (MOA) or through the submission of separate letters of commitment. CommCorp does not mandate a specific format; however, the strongest applications will include clear commitments, outline roles and responsibilities, and articulate a shared stake in the success of the Grant Program among Partners. We are looking for meaningful language tailored to the details of the proposal and including sufficient detail to allow CommCorp staff to make an informed decision as opposed to a generalized statement.

- Partnerships **must include a minimum of two businesses** with operations in Massachusetts and that 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. Selected employer partners need to have demonstrated 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 members of the proposed target population as a solution to meet this demand. ***These businesses must sign an MOA or letter.*** 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 either a signed MOA or signed letters.

- **A training provider** with demonstrated expertise in providing occupational skills training integrated with work readiness/soft skills development and placing individuals in the target occupation.
- **Community-based social service providers** with a demonstrated expertise in engaging and supporting returning citizens in succeeding in transitioning to the community and to employment as evidenced by a proven track record of practicing culturally competent care in the community.
- The **House of Correction** facility or **Department of Correction** facility in the region.

C. Recommended Partnership Members

- Regional Probation and/or Parole Offices
- Office of Community Corrections
- The regional MassHire Workforce Board and/ or MassHire Career Center

There are many complex factors that would affect an individual's ability to fully participate in an employment program/job placement pre- or post-release. Applicants must plan for these challenges by having robust conversations with all Partners that address the following areas:

- Distribution of materials
- Clearly Identified job vacancies that would be accessible to Participants
- Communication plan between business partners and case workers assigned to Participants
- Scheduling around parole/probation check-ins
- Transportation plan if Participants have significant barriers to accessing work placement sites

For HOC/DOC Partners, Applicants must address the following areas:

- Distribution of materials for use in training within corrections facilities
- Location of services and assessment of the population that will be able to access that location
- Technology needs
- 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

SECTION THREE: TRAINING PROGRAM DESIGN REQUIREMENTS

- A. **Target Populations:** Applicants funded under this grant will serve individuals who come from the following populations:
- Individuals in a Department of Correction facility who will be released within 60 days of a Grant Program start date or those released no earlier than 12 months before enrolling in a Grant Program or a combination of both.
 - Individuals in a House of Correction facility who will be released within 60 days of a Grant Program start date or those released no earlier than 12 months before enrolling in a Grant Program or a combination of both.
- B. **Target Occupations:** Applicants must provide training and placement services that prepare individuals to meet a regional business' skill need and work readiness requirements for in-demand occupation(s). Applicants may either propose to train individuals for an occupation in a single industry sector or for an occupation that exists in multiple industry sectors. In either case, Applicants should identify a specific occupation to be targeted and design a training Grant Program that prepares individuals for that specific occupation- we recognize that there are occupations with identical required skills and credentials for entry. Applicants may propose to train individuals 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 come from regional employers and must include current and projected vacancies and any projected increase in demand for the targeted occupation and skills, as well as credentials required for entry, to demonstrate that the occupation is of critical importance to employers in the region and that there is a need for the development of a training and placement Grant Program.

Applicants are encouraged to submit applications that target occupations that align with high growth career pathways articulated as priorities by the Healey-Driscoll Administration. Further information about these industries and occupations are 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 [Recommendations](#) of the Climate Chief and the Governor's Office of Climate Innovation and Resilience provide additional details about career opportunities in clean energy, climate, and resiliency.

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. Applicants are required to propose placement in jobs that earn at least the Massachusetts' minimum wage. 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 Requirements:*** Grant awards will support organizations that propose a set of services to enroll returning citizens into an occupational skills training Grant Program that will 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 identified employers.
- 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.
- Provide a post-release, cohort based, occupational skills training and placement Grant Program that addresses the employers' workforce needs, prepare Participants for success in the targeted occupation(s), optimizes opportunities for Participant learning and career development, and will result in Participants' placement in the target occupation(s). This may include:
 - Basic education, including ABE, GED, ESOL, math, computers/technology contextualized to the industry and occupation(s)
 - Vocational training
 - Post-secondary education and credentialing
 - Registered Apprenticeship
 - On-the-job training
 - Paid work experience
- Develop and implement a recruitment, assessment and selection process which is racially and culturally reflective of the institution's population and/or the population released in the community. Applicants may propose to begin this process pre-release with a goal of selecting and preparing individuals 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)
- Individuals 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
- Individuals have the pre-requisite skills to succeed in the program, prior to enrolling in the Grant Program
- If proposed strategy includes a behind the wall component, Applicants shall engage and identify key personnel within the HOC/DOC 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 above mentioned employers to identify and secure unsubsidized job placements in the target occupation(s) for Grant Program Participants with 3 months of grant period end date.
- Provide support services to Participants including transportation and childcare to alleviate barriers to completion and unsubsidized employment.

D. ***Outcome Expectations:*** Applicants must propose realistic, attainable job placement goals, subject to review & approval by the proposal review committee. Applicants must explain why the proposed placement rate and cost per placement is appropriate for the target 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:* Grantees will be required to enter participant level data into a database administered by Commonwealth Corporation. Data will include basic demographics, services received and outcomes achieved, and shall be updated on a regular basis.

B. *Program Progress Reporting Requirements:* Grantees 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. Grantees will also be responsible for entering participant level data into the secure CommCorp database on a minimum of a quarterly schedule.

Final Report: Grantees 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. Maintain the fiscal and program systems needed to meet all applicable federal and state requirements.
2. Meet the terms of the grant award outlined in the contract with Commonwealth Corporation, including the requirements set forth in this RFP.
3. Provide quality services to Grant Program Participants; and
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 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 correction action, including the potential of contract termination. Additional information will be provided after a contract is awarded.

D. *Technical Assistance:* Each grantee 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 grantees through the duration of the grant, answering questions about operational issues as well as providing technical assistance to ensure grantees meet their performance outcomes. All successful Applicants will be required to participate in approximately 10-12 monthly network-wide Technical Assistance sessions.

- E. **Payment: Funds** will be disbursed on a cost reimbursement basis. Grantees will be required to submit a Fiscal Status Report (FSR) on a monthly basis using a template shared via SharePoint, supplied by Commonwealth Corporation. CommCorp reserves the right to update or modify this template. Grantees are responsible for ensuring they are utilizing the most up-to-date version. Grantees 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. **Matching Funds:** There is no match requirement.

- G. **Cost per Outcome:** Each Grant Program proposal will be evaluated based on the cost per employment outcome, which includes the number of un/underemployed Participants who obtain an unsubsidized job or wage gain measured at 30 days retention. As a benchmark, we have established a planned maximum investment target of **\$15,000 per employment outcome**, on average. Applicants should be thoughtful about what they propose, in order 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.

- H. **Amendments:** Grantees may request up to three (3) budget amendments per funding cycle. The final deadline for amendment submission is four 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.

- I. **Project Terms and Conditions:** Grantees 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/?_sf_s=terms. In addition to the standard terms, all final contracts are subject to negotiation of a final statement of work.

SECTION FIVE: SUBMISSION SCHEDULE & INSTRUCTIONS FOR SUBMISSION

Activity	Date
Request for Proposals Released	April 4, 2024
Pre-Recorded Bidders' Webinar Posted	Approximately April 12, 2024
Office Hours	April 23, 2024 9:30-10:30 am (link below)
Deadline to Submit Written Questions	May 1, 2024
All Answers to Written Questions Posted on Website	May 6, 2024
Applications Due	May 13, 2024 by 11:59PM
Applicants Notified of Status	Mid-Late June 2024
Earliest Anticipated Contract Start Date	July 1, 2024
Contract End Date	June 30, 2025

- A. **Clarification Period:** A pre-recorded bidders' webinar will be posted on Commonwealth Corporation's website on or near Friday, April 12th, 2024. Office hours to answer questions will be held on Tuesday, April 23rd, 2024, from 9:30-10:30. Interested Applicants can use this link to register and attend the session: <https://bit.ly/3VLC32V>. Additionally, questions about this RFP will only be accepted in writing through May 1, 2024, by 11:59PM. Please submit all questions via email to Ester Ovalle at eovalle@commcorp.org. 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 6, 2024. CommCorp reserves the right to modify or decline to answer any question. Applicants can sign up at the following link to receive email notifications when new responses are posted: <https://commcorp.tfaforms.net/329035>. However, 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 May 13, 2024, by 11:59PM. Please upload your submission to the following link: <https://commcorp.tfaforms.net/329036>. To upload your submission, you will need to provide the following information: (1) the **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**, and (5) 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. Applicants should review all components prior to uploading to ensure they have completed all the required information. Narrative forms must be submitted in MS Word file format. Budgets must be submitted in MS Excel file format. Signed MOAs or letters of commitment must be scanned

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and submitted in the form of a single PDF file. COGS must be submitted in the form of a single PDF file. W-9 Form must be submitted in the form of a single PDF. Should you encounter any submission issues, please contact Ester Ovalle at eovalle@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.
1. ***Grant Program Profile:*** Attachment 1 is the Grant Program Profile. Complete each question on the Grant Program Profile. You may adjust the spacing in this section to accommodate your answers. Do not delete any of the questions. There is no page limit for Attachment 1, but we ask that you limit responses only to what is necessary to answer each question sufficiently.
 2. ***Program Application Narrative Form:*** Respond to all questions on the Program Application Narrative Form. Attachment 2 has a seven-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.
 3. ***Partnership Qualifications Chart:*** The Partnership Qualifications Chart asks you to describe *which partner* will fulfill the required Partnership roles. You should include specific examples of their experience or expertise in the designated area. Please keep in mind that all Partnerships are required to include at least two Massachusetts-based businesses and the regional HOC or DOC facility. Do not delete any of the questions. Attachment 3 has no page limit and you may adjust the spacing in this section to accommodate your answers; however, we ask that you limit responses only to what is necessary to answer each question sufficiently.
 4. ***Memorandum of Agreement or Letter of Commitment:*** 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 Memorandum of Agreement (MOA) among Partners or through the submission of separate letters of commitment. This component pertains to all Partners in addition to the required employer partners. *See Section 2 for more information about required partner commitments.*

5. ***Program Budget, Budget Request Narrative and Outcome Chart:*** Attachments 5a, 5b and 5c are the Program Budget, Budget Request Narrative and Outcome Chart Forms. These are included as a separate MS Excel Workbook labeled “Program Budget Forms.” You must 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.

6. ***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 6. ***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.**

7. ***W-9:*** All **Applicants** must submit a completed [W-9 form](#) as part of the application process. This should be included in your Application Submission Package and labeled Attachment 7.

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 following steps:

Step 1: Threshold Criteria Screening

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.

Step 2: Compliance Screening

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:

- 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:
 - 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
 - Applications for a C.O.G.S can 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.
- 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.

Step 3: Review Committee

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.

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 target population and/or; Track record of practicing culturally responsive services in the community as evidenced by current or long-standing and diverse P Partnerships	20
Clear program design that addresses the required program design elements, including alignment of program design to support target population in securing employment in the identified target occupations.	15
Strong 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
Strong MOA 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

Step 4: All Applicants will be notified of their award status by email.

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.

D. Audited Financial Statements and 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. Grantees 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. Grantees 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

The following attachments must be submitted by all Applicants.

- Attachment 1: Grant Program Profile
- Attachment 2: Program Application Narrative Form
- Attachment 3: Partnership Qualifications Chart
- Attachment 4: Memorandum of Agreement or Letter of Commitment
- Attachment 5a, 5b and 5c: Program Budget, Program Budget Request Narrative & Outcome Chart
- Attachment 6: Certificate of Good Standing
- Attachment 7: W-9 Form

 [Click here to download RFP FY24 FY25 Attachments 1 - 4](#)

 [Click here to download RFP FY24 FY25 Program Budget Attachment 5](#)



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