



COMMONWEALTH
 **CORPORATION**

REQUEST FOR PROPOSALS

2025

RELEASED MAY

**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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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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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 2026 State Budget (7003-0150).
- 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. Required partners must have an executed MOU while recommended partners must have a signed MOU or letter of commitment.
 - 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.
 - f. *Memorandum of Understanding (MOU):* formal, yet non-binding agreement intended to express the goodwill between Partners. This is not a legally binding contract.
 - g. *Memorandum of Agreement (MOA):* a legally binding contract that documents the terms and obligations between Partners.
 - h. *Letter of commitment:* formal, yet non-binding document where a Partner expresses intent to support and contribute resources to Applicant.
- 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 180 days of a Grant Program start date or individuals who were released up to 18 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 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 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 \$2.5 million in grants through this solicitation. This projection is based on funding anticipated to be appropriated in the FY26 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. A maximum investment target of **\$15,000 per employment outcome** has been established. 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 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 the 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' 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 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 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. *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 through a signed Memorandum of Understanding (MOU), with the understanding that the parties will sign a Memorandum of Agreement (MOA) if selected for the grant. Non-required partners may demonstrate their support 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, a specific point of contact 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 and agree to verify job placements for the Grant Program. 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. Selected employers are also expected to participate in annual site visits and an Employer Partner meeting (organized by Commonwealth Corporation) once per year. ***These businesses must sign an MOU 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 MOU.***

- **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 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 responsive care in the community.
 - According to a report published by the Administration for Children & Families, [cultural responsiveness](#) is the application of a strengths-based approach to service delivery rooted in respect and appreciation for the role of culture in the individual's and family's beliefs, attitudes, and behaviors.
- The **House of Correction** facility or **Department of Correction** facility in the region. 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
 - Provide coordinated support services to promote successful re-entry into society and the workforce

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

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 180 days of a Grant Program start date or those released up to 18 months before enrolling in a Grant Program or a combination of both.
 - Individuals in a House of Correction facility who will be released within 180 days of a Grant Program start date or those released up to 18 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, competitive applications will 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 Industry Pathways most commonly selected in previous Grant Programs include Manufacturing; Health Care & Social Assistance; Accommodation, Food Service, and Hospitality; Professional, Scientific, and Technical Services; Utilities; Construction; Information; and Transportation & Warehousing. Industry Pathways are sourced from the [North American Industry Classification System \(NAICS\)](#), 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.”

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 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 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:
 - 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).

- Provide 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 institutions population and/or the population returning to 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 Required Employer Partners to identify and secure unsubsidized job placements in the target occupation(s) for Grant Program Participants within 3 months of 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 to be 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 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 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. Grantees are expected to appropriately collect, store, handle, and safeguard all participant data as part of their participation in this program.

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 or upon request from CommCorp.

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. 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. Achieve activity deliverables
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:*** 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, 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. *Investment per Outcome (sometimes referred to as Cost 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. As a benchmark, we have established a planned maximum investment target of **\$15,000 per employment outcome**. 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:*** Grantees 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 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	May 9, 2025
Bidders' Webinar Posted	May 16, 2025
Office Hours	May 23, 2025 11:00-12:00 pm (link below)
Deadline to Submit Written Questions	June 10, 2025
All Answers to Written Questions Posted on Website	June 13, 2025
Applications Due	June 20, 2025 by 11:59PM
Earliest Anticipated Contract Start Date	October 1, 2025
Contract End Date	September 30, 2026

- A. **Clarification Period:** A pre-recorded bidders' webinar will be posted on Commonwealth Corporation's website on or near Friday, May 16th, 2025. Office hours to answer questions will be held on Friday, May 23rd, 2025, from 11:00am-12:00pm. Interested Applicants can use this link to register and attend Office Hours: <https://bit.ly/RWDDPy26>. Additionally, questions about this RFP will only be accepted in writing through June 10, 2025, by 11:59PM. Please submit all questions via email to Jennifer Javier at jjavier@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 June 13, 2025. 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://bit.ly/py26SignUp>. 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 June 20, 2025, by 11:59PM. Please upload your submission to the following link: <https://bit.ly/ApplyRWDDPy26>. 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 jjavier@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 an eight-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. The most competitive applications will 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 Understanding 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 Understanding (MOU) among Required Partners and through the submission of separate letters of commitment for Recommended Partners. 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, 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 “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.
7. ***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 7.
8. ***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.

***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.**

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 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.
 - 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.

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 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	20
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 MOU 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. Please email Aadil Sulaiman, Vice-President, Youth & Justice Programs, at asulaiman@commcorp.org to file an appeal.

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 Submitted on June 20, 2025
- Attachment 2: Program Application Narrative Form
- Attachment 3: Partnership Qualifications Form
- Attachment 4: Memorandum of Understanding and Letters of Commitment
- Attachment 5: Program Budget, Budget Narrative, Planned Outcomes Chart
- Attachment 6: Certificate of Good Standing
- Attachment 7: Certificate of Compliance
- Attachment 8: W-9

 [Click here to download PY26 RFP Attachments 1 - 4](#)

 [Click here to download PY26 RFP Program Budget Attachment 5](#)



**Re-Entry Workforce
Development
Demonstration Grants**