



Ned Lamont  
Governor

STATE OF CONNECTICUT  
DEPARTMENT OF CORRECTION

OFFICE OF THE COMMISSIONER



Rollin Cook  
Commissioner

April 27, 2020

Justin Elicker, Mayor  
City of New Haven  
165 Church Street  
New Haven, CT

**RE: Memorandum of Understanding by and between the Connecticut Department of Correction ("DOC") and the City of New Haven ("the City") regarding implementation of the CAREERS Program ("Program") upon receipt of a Second Chance Act Reentry Initiative Grant**

Dear Mayor Elicker:

I am pleased to join through this Memorandum of Understanding as a partner with the City of New Haven in your application to the U.S. Department of Justice for a grant under the Second Chance Act Reentry Initiative to support the implementation of the Correctional Adult Reentry Education, Employment, and Recidivism Reduction Strategies (CAREERS) Program, a comprehensive reentry program serving individuals returning to the City of New Haven from incarceration.

DOC is committed to joining as a partner in this project should it be funded, and agrees to the following provisions to guide this collaboration:

**Both parties agree to:**

1. Participate in the planning phase as well as the execution of the Program.
2. Establish a steering committee to include key personnel from both organizations to monitor the progress, needs and outcomes of the Program, and make recommendations on future actions and policies necessary to continue the services.
3. Adhere to agency confidentiality guidelines for the management of individual records. Thus, no information will be transmitted to anyone within a partner agency without written consent of or authorization by the individual participant, using DOC disclosure forms CN 4401 (health information and CN 4402 (non-health information) and without said agency executing a confidentiality agreement in a form specified by the City and approved by DOC, and attached hereto.
4. Participate in the project as agreed herein.

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24 Wolcott Hill Road ♦ Wethersfield, Connecticut 06109  
Website: [www.ct.gov/doc](http://www.ct.gov/doc)

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**The City agrees to:**

1. Plan and implement the Program as specified in its 2020 proposal to DOJ and the Second Chance Act grant narrative and attachments, including:
  - a) Work closely with DOC to coordinate engagement of inmates within DOC facilities up to a year before reentry into the New Haven community.
  - b) Provide educational and vocational training up to one year prior to release based on a needs assessment in order to enhance employment prospects for participants reentering the workforce.
  - c) Provide case management services and assist with the creation and implementation of case management plans for participants.
  - d) Establish a network of community partners for referral.
  - e) Coordinate post-release services including case management, vocational training and job placement.
2. Develop an executive team to enforce and insure the mission and goals of the Program.
3. Provide DOC with mutually agreed upon Program activity data on a monthly basis.

**DOC agrees to:**

1. Assist Program staff to publicize and promote the availability of Program services among inmates and staff working with them across DOC facilities, identify prospective participants meeting eligibility requirements.
2. As appropriate, provide relevant risk and needs scores as determined by SCORES and/or other risk assessments for participants in the Program to facilitate reentry planning.
3. Provide data on participants who have signed full consent forms to participate in this Program, including DOC programs completed, demographic data, offense, dates of projected release, home address on entry and planned address to which the individual will go on reentry if known, and summary assessment scores on risk, mental health, substance abuse, and education.
4. Provide data on parole revocation and reincarceration of program participants for any reason to support calculations of recidivism as a key performance measure, with the understanding that the City will secure rearrest and conviction data from the Judicial Department.
4. Allow designated Program staff and City staff reasonable access to DOC correctional facilities with appropriate security clearance and subject to DOC procedures and restrictions.
5. Provide adequate space within DOC facilities for Program activities.
6. Assist with coordinating plans for release between DOC reentry, health, and substance abuse counselors and City case managers.
7. Provide for the continued use of reintegration furloughs for eligible and suitable offenders to participate in pre-employment and other activities in the community under procedures approved by DOC. Participation in reintegration furloughs is at the sole discretion of DOC.

Both DOC and the City understand that this is a preliminary memorandum of understanding expressing our intent to collaborate on this project and that, should the grant be funded, we will need to enter into a

formal letter of agreement with all necessary state contractual terms and conditions and provisions related to indemnification, access to correctional facilities, equal opportunity, and any other standard provisions.

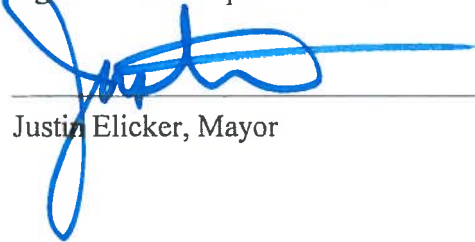
If you are in agreement with the terms of this memorandum of understanding, please sign below. We look forward to working with you should this grant be funded.

Sincerely,



Cheryl L. Cepelak  
Deputy Commissioner

Agreed and Accepted on behalf of the **City of New Haven**:



Justin Elicker, Mayor

4/27/2020

Date