

Patricia Contente

From: Barber, John (DMH) <john.barber@mass.gov>
Sent: Thursday, August 17, 2023 12:12 PM
To: Patricia Contente
Cc: Barros, Joanne T. (DMH)
Subject: Somerville Component Grant SOW
Attachments: Somerville Component JDP FY24.pdf; DMH Coronavirus State Fiscal Recovery Fund_FRF Contract Addendum.docx

This email is from an external source. Use caution responding to it, opening attachments or clicking links.

Dear Patty,
Attached is the Somerville Component SOW for FY 24.

Please sign the SOW and hand-date it or electronically sign it.

Electronic signatures using DocuSign, or a similar application must be used. Confirmation of the signature is needed. **For example**, Adobe provides a confirmation page with the signed document or shows a message at the top of the document when you open it that all the signatures are verified. DocuSign assigns a confirmation number to each document that it prints on the top of the first page.

If electronically signed, please scan it back to Joanne: Joanne.T.Barros@mass.gov

If signed in person, please return the original to Joanne by mail at the address below:

Joanne's mailing address is:

Joanne T. Barros, Ph.D., LMHC, CCHP

Director of Jail/Arrest Diversion Initiatives (Statewide)

167 Lyman St.

Westborough, MA. 01581

Thanks,

John

John C. Barber, LICSW
Western MA Area Forensic Director and
Statewide Coordinator of CIT-TTAC Programs
1 Prince Street
Northampton, MA 01060
(413) 587-6244
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**Department of Mental Health
Master Agreement- Jail/Arrest Diversion Program**

Statement of Work (SOW)

Procurement:	BD-18-1022-DMH08-82108-21306	Contract ID:	SCDMH822024088710000
Contractor Name:	City of Somerville, Police Department, Patricia Contente, pcontente@police.somerville.ma.us		
DMH Sponsor Name:	Director of Jail and Arrest Diversion Initiatives: Joanna Barros		

Proposed Dates of Service (not to exceed current state fiscal year)

From:	17-Aug-23	To:	30-Jun-24
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Proposed Hours:	N/A	Hourly Rate:	N/A
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Total (not to exceed) Cost:	\$39,398
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Scope and Payment

Scope of Engagement

Component Jail/Arrest Diversion Program:

The City of Somerville will use grant funds to continue its police department's jail/arrest diversion program to provide an array of pre-arrest and pre-arraignment diversion from arrest services for Somerville residents that are impacted by behavioral health challenges. The Somerville JDP program is staffed by 1 FTE clinician, although part of their time (0.45 FTE) is supported by another grant. The program provides safe and appropriate assessment, clinical supports, in-depth referrals and follow-up to Somerville residents who have behavioral health and/or addiction challenges who are at risk of arrest and incarceration. The JDP coordinator works synergistically with the COHR (Community Outreach, Help and Recovery) unit. The JDP coordinator works with Somerville officers on scene in non-emergency cases to encourage connection to supports. Staff may also provide supports, de-escalate crisis and work on a follow-up basis as well. Staff may help individuals who are summoned or before the court navigate the justice system and find treatment-based solutions instead of jail. Behavioral health-related trainings/conferences may be considered for grant support during this contract term, subject to prior approval by DMH. The grant provided under this SOW includes Federal assistance related to the Commonwealth of Massachusetts by the U.S. Department of the Treasury under Section 9901 of the American Rescue Plan Act of 2021 ("ARPA") which established the Coronavirus State Fiscal Recovery Fund ("FRF") in the amount of \$39,398. The DMH Coronavirus State Fiscal Recovery Fund (FRF) Contract Addendum is attached and incorporated herein for FY 24.

Deliverables and Payment

- Grantee completes a Commonwealth Payment Voucher to invoice DMH for payment.
- Grantee provides documentation of actual expenses corresponding to line items represented in the Attachment D Budget Sheet.
- Grantee provides a copy of all training Certificates of Completion.
- Grantee provides quarterly report data including:
 1. Number of police officers in department
 2. Number of J/ADP referrals made to the JDP clinician.
 3. Number of behavioral health-related calls per year by the Department
 4. Number of behavioral health-related calls per year with the JDP clinician responding, on scene or with follow-ups.
 5. Number of JDP clinician hours received
 6. Number of behavioral health-related contacts by the JDP clinician
 7. Number of Jail/Arrest or E.D. diversions made and destination/hand-off party
 8. Number of internal and external stakeholder meetings hosted by and or attended by the SPD, related to the Jail/Arrest Diversion Program

Invoices for reimbursement for actual expenditures may be submitted at any time within the dates of service of this SOW agreement. Monthly invoicing is preferred when costs are incurred. (Quarterly invoicing may be appropriate in some cases.) Expenses within a fiscal year will be reimbursed by funds authorized for that fiscal year only. Final invoices must be submitted in adherence to the submission deadline established by the Commonwealth.

Signature and Authorization

Contractor		Department of Mental Health	
Authorized Signatory Name:	Kathiana Barros Contente	Authorized Signatory Name:	NANCY CONNOLLY, PSYP
Date:	9-21-2023	Date:	10/17/23
Signature:	<i>Kathiana Barros Contente</i>	Signature:	<i>Nancy Connolly, PSYP</i>

Massachusetts Jail/Arrest Diversion Grant Program

ATTACHMENT D

DMH BUDGET WORKSHEET

Organization/Individual Name: City of Somerville Fiscal Year: 2024

Project Type: Component Jail/Arrest Diversion Program

Budget Period: from July 1, 2023 to June 30, 2024

I. Personnel:	Base Salary	FTEs	Total	Amt. to be covered by DMH Grant	Other Grant Support
Program Director/Manager	\$41.58/hr	0.05	\$4,324.32	\$0.00	\$4,324.32
Program Staff: Clinical Coordinator	\$33.26/hr	1.0	\$69,186.40	\$38,398.45	\$30,787.95
Administrative Staff					
Other Staff					
Fringe Benefits			\$2,609.43	\$0.00	\$2,609.43
Subtotal:			\$76,120.15	\$38,398.45	\$37,721.70
II. Other Direct Costs					
Project Operations					
Equipment					
Meeting Expenses			\$500.00	\$500.00	\$0.00
Marketing/Communications/Outreach					
Travel					
Surveys					
Program Space					
Other: office supplies			\$500.00	\$500.00	\$0.00
Subtotal:			\$1,000.00	\$1,000.00	\$0.00
III. Indirect Costs					
TOTAL GRANT REQUEST: \$39,398.45					

FY24 Budget Narrative

The total FY24 budget for the Component Jail/Arrest Diversion Program is \$77,120.15. We are requesting \$39,398.45, which will cover \$38,398.45 (\$33.26 per hour x 22 hours per week x 52 weeks) of a full-time Clinical Coordinator; \$500 in office supplies (e.g., ink, paper, pens, file folders, etc.); and \$500 in meeting expenses consisting of refreshments.

Program Director salary of \$4,324.32 (\$41.58 per hour x 2 hours per week x 52 weeks per year) is included as an offset, along with the balance of the Clinical Coordinator salary at \$30,787.95 and fringe benefits (e.g., unemployment, worker's compensation, and FICA/Medicare tax) at \$2,609.43 for total in-kind support of \$37,721.70.

Because this is an existing program, there are no startup costs. DMH grant funds will not be used to displace non-DMH funds already appropriated by or to the City of Somerville for the same activities and/or project.