



The Commonwealth of Massachusetts

Executive Office of Health and Human Services

Department of Mental Health

25 Staniford Street

Boston, Massachusetts 02114-2575

CHARLES D. BAKER
Governor

KARYN E. POLITO
Lieutenant Governor

MARYLOU SUDDERS
Secretary

JOAN MIKULA
Commissioner

(617) 626-8000
www.mass.gov/dmh

August 22, 2016

Joseph A. Curtatone, Mayor
City of Somerville
93 Highland Avenue
Somerville, MA 02143

Re: Request for Applications for Crisis Intervention Team (CIT) Training and Programs, CIT Training and Technical Assistance Centers, and Other Innovative Police-Based Behavioral Health Jail Diversion/Jail Prevention Program Grant(s) BD-16-1022-DMH08-8220A-00000008027

Dear Mayor Curtatone:

Thank you for your city's thoughtful CIT Training and Technical Assistance proposal in response to the above RFA by the Department of Mental Health (DMH). I am writing to notify you of the Department of Mental Health's decision to award the City of Somerville a CIT-TTAC Jail Diversion Program grant in the amount of **\$89,000** each year for FY17, FY 18, and FY 19, each year contingent on availability of funds. This grant has the potential for further renewal for **five** additional years, contingent on our agreement on future requested budget amounts and upon the availability of funding.

Payment	Deliverables As Specified in Sec. 3.1.5, 3.1.13 of the RFA
FY17, FY 18, and FY 19 Awards: Quarterly payments of total award to be invoiced October 15, January 15, April 15 and July 15, and quarterly thereafter, reflecting the preceding quarter	<ul style="list-style-type: none">• Evidence of development of proposed data reporting form and/or data entry into the DMH Statewide Jail diversion Database as outlined in the RFA• Quarterly Summary as outlined in the RFA depending on the program model type summarizing the prior three months program activities, including any noteworthy changes/trends, trainings, staffing changes, changes to program operations and community

	outreach provided <ul style="list-style-type: none"> • As specified in your agency's RFA Response
FY 20-FY 24 Awards Subject to renewal: Quarterly payments of total annual award to be invoiced October 15, January 15, April 15 and July 15 reflecting the preceding quarter	Successful completion of quarterly reports and demonstrated progress in activities that coincide with the deliverables outlined in the response to the RFA.

Grant payments will be made by DMH as follows upon its receipt and acceptance of the deliverables below and as outlined in Attachment A:

Please see the Attachment A document (enclosed) for contractual obligations specific to this program which are required in addition to the standard Commonwealth of Massachusetts Terms and Conditions. If Somerville accepts all of the above, your authorized representative must notify the local DMH Area Forensic Director, Steve Delisi in writing as indicated below by August 30, 2016. Upon notification of Somerville's acceptance, all Terms and Conditions and specific obligations will be incorporated into the final contract. DMH will then execute the contract and send you a copy.

You may contact Steve Delisi, the administrative contract manager, at (617) 626-9225 or at Stephen.Delisi@state.ma.us regarding questions about this grant. Maureen Giacchino is the DMH fiscal contract manager and can be reached at 617-626-8006.

Thank you again for your proposal. We look forward to working with you.

Sincerely,



Matthew Broderick
Acting Assistant Commissioner for
Forensic Services

cc: Maureen Giacchino (DMH)
John Barber (DMH)
Stephen Delisi (DMH)

Enc: Attachment A

Attachment A
Contractual Requirements

Activities:

- Active program participation with DMH Forensic Services staff pertaining to the program design.
- The development of a proposed data reporting form with DMH Forensic Services' input, that captures all relevant program activities occurring during a quarter and demonstrates that the DMH approved services plan is being met if program data extends beyond that captured in Attachment B of the RFA. The data sheet that is developed should be drawn from and may be replicate aspects of the DMH Quarterly Data Forms attached to the RFA.
- Participation of the police department and associated program representatives at required DMH Jail Diversion Program meetings (currently held quarterly).
- Performance of activities in accordance with the DMH approved service delivery plan, as may be amended from time to time by the parties in writing.
- Timely submission of agreed upon data by the 15th of the month for the preceding month of a quality acceptable to DMH.
- Notice of any request to do research regarding the Program/Center and/or inquiries from the press. All research must meet DMH regulatory requirements and the grantee must work with DMH to respond to press inquiries.

Documentation:

- A copy of the proposed data reporting form and/or submission of relevant data to the *electronic Jail Diversion Program database*.
- A quarterly narrative submitted by the 15th of the month for the preceding quarter that describes program activities and accomplishments including: a description of applicable diversions and how the Police Department has integrated particular policies relevant to the management of persons with mental health concerns. Such narrative must demonstrate progress toward the achievement of all deliverables as outlined in the RFA response. The narrative should also provide a summary of what is working and what is not working for the program as a mechanism to provide a self-assessment of the program and opportunities for improvement.
- As needed, a description of proposed changes to the service delivery or policy development plan and a description of why such changes will improve the program.