

SUFFOLK COUNTY DISTRICT ATTORNEY

KEVIN HAYDEN



SERVICES OVER SENTENCES (SOS)

Request for Proposal (RFP)

Release Date: Thursday, October 12, 2023

Response Due Date: Thursday, November 2, 2023

Anticipated Notification Date: November 10, 2023

**SUFFOLK COUNTY DISTRICT
ATTORNEY
KEVIN HAYDEN**



SERVICES OVER SENTENCES GRANT

**Services Over Sentences
Grant Request for Proposal**

The Office of Suffolk County District Attorney Kevin Hayden serves the cities and towns of Boston, Chelsea, Revere, and Winthrop, Massachusetts, handling more than 20,000 new criminal cases annually in nine district and municipal courts, the Suffolk County Superior Court, the Massachusetts Appeals Court, the Supreme Judicial Court, and the Boston Juvenile Court. As the top law enforcement official in Suffolk County, District Attorney Hayden strives to protect the safety and health of our communities and their residents. In pursuit of this goal, this office is committed to pursuing diversion, prevention and intervention efforts. We cannot do this work alone. We rely on, value and support the important work of community-based organizations that directly provide services to community members, including services to address trauma, violence, substance use disorder, mental health issues, and disparities in education.

Purpose

The Suffolk County District Attorneys Office (SCDAO) requests proposals to provide criminal court case-management and recovery support services for criminal defendants struggling with substance use disorders. These services are to be conducted in coordination with the existing Services over Sentences (SOS) program. The SOS program is designed to provide alternatives to traditional prosecution where appropriate. Specifically, SOS focuses on the following goals:

- Connect criminal court participants with substance use disorders to appropriate care and resources in the community.
- Offer treatment or recovery support services as an alternative to incarceration.
- Promote recovery, wellness and healthy lifestyles.
- Support individuals' accessibility to a continuum of care that includes rehabilitation services.
- Increase community safety and wellbeing by providing treatment and support to members of the community suffering from substance use disorder.

With funding through legislative budget appropriation and specialized grant sources, SCDAO can expand its Services over Sentences program to work involving increased case volume, with an intentional focus on dealing with substance use disorders, including a specialized effort as to the opioid epidemic which exists in the geographic area surrounding the intersection of Massachusetts Avenue and Melnea Cass Boulevard (Mass & Cass).

Project Scope

SCDAO will partner with community-based organizations to provide criminal court case assessment and management for voluntary participants with substance use disorders. All divisions of the Boston Municipal Court and Chelsea District Court will be serviced in any such partnership. The individuals at Mass & Cass are complex, high need, and high risk. There is not one region, discipline, municipality, or agency that will be successful in meeting the needs of this population. Enforcement alone will not be effective, nor will treatment and services alone. All arms of the criminal justice system and treatment providers must work in tandem towards a common philosophy and goal. The criminal legal system, working in tandem with treatment providers, can serve as an external motivator to improve engagement in treatment for individuals dwelling on Mass & Cass. In addition to SCDAO's existing partnership with North Suffolk Community Services (NSCS), SCDAO seeks partners with the internal capacity to provide a full array of supplementary services including case managers, recovery coaches, and clinicians.

SCDAO will fund the salary of approved positions working in tandem with SOS under this grant. Such positions would be considered an employee of the partner agency. Partner agencies will work with Assistant District Attorney's and Victim Witness Advocates, as well as a Services over Sentences coordinator from SCDAO, assigned to the courts to identify individuals who meet the SCDAO criteria for the Services over Sentences program. Partner agencies will have the additional responsibilities of providing evaluation and coordination of services, data collection and reporting requirements to SCDAO. To ensure that each case is individualized the partner agency would also be expected to make referrals to various agencies and services throughout Suffolk County as needed. The partner agency agrees that SCDAO will be an equal partner in the selection and hiring of positions acting as contractors with SCDAO through this grant.

Eligibility

SCDAO will be seeking a partner with the internal capacity to provide case managers, recovery coaches, clinicians and other treatment options. We will convene a subcommittee of community and internal volunteers to review and select the best partner agencies. The selected partner will meet the following requirements:

- Be a community-based agency within Suffolk County which includes the cities of Boston, Chelsea, Revere and Winthrop.
- Have extensive experience (more than five years) in providing services and referrals for substance use disorder and recovery.
- Provide In-house services including recovery coaches, case managers, licensed social workers or clinicians, and LADC certified counselors.

- Be an approved DMH or DPH provider.
- Demonstrate ability to serve diverse and multi-lingual populations and communities.

Timeline

- The RFP will be issued by October 12, 2023
- Proposals will be due by November 2, 2023
- Partnership announcements will be made in January 2024.
- Case manager should be assigned by end of January 2024.

Unallowable Use:

The following uses are not allowed:

- 1) Capital-building projects
- 2) Food
- 3) Lobbying
- 4) Religious purposes
- 5) Costs associated with fundraising activities
- 6) Bar charges or alcoholic beverages
- 7) Cash prizes or gift cards
- 8) Payment to other organizations in the form of donations or contributions
- 9) Legal work (advice or litigation)

Application Process:

Grant applications must be received no later than **5 p.m. on Thursday, November 2, 2023.**

The applications will be reviewed by members of the District Attorney's staff to ensure that all required materials have been submitted. **Incomplete applications will not be considered.**

Selection And Criteria:

1. **Timeliness**- Applications must be received no later than **5 p.m. on Thursday, November 2, 2023.**
Applications received after the deadline will not be considered.
2. **Compliance** -Applicants must provide all required information and documents. Incomplete applications or those requesting funds for non-allowable uses will not be considered. In the event an applicant requests funds for both allowable and non-allowable purposes, only the portion of the application requesting funds for allowable program expenses will be considered.
3. **Impact** - The project addresses a goal, priority or concern within the target scope outlined in RFP.

Application Submission Information:

The following elements must be included in the application submission for an application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Program narrative
 - o Mission statement
 - o Description of services provided by the agency
 - o History of program providing community-based services
 - o Service delivery proposal
- Letter of support from agency leadership
- Verification as DMH or DPH provider
- Logic model
- Budget

Submission:

Completed application packets must be sent via email by **5 p.m. on Thursday, November 2, 2023.**
to:

Community Engagement Bureau
SUF-DL-Grants@mass.gov

Please place in the subject line: Services Over Sentences Grant

Applicants will receive confirmation of receipt via email within 48 business hours.

Reasonable Accommodation:

Applicants with disabilities who seek reasonable accommodation, which may include the receipt of the RFP in an alternative format, must communicate the request in writing to SUF-DL-Grants@mass.gov no later than **Friday, October 20, 2023.**

Award Notification and Requirements:

Selected grantees will be notified via email on or around **November 10, 2023.**

Public Records:

All responses and information submitted in response to this RFP are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10, and M.G. L. c.4, § 7, cl. 26. Applicants should not submit personal medical information. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

Funding Award Information

- Funding amount: \$300,000
- Number of awards: 2 - 3
- Funding period: November 15, 2023 through June 30, 2024

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FY23 SERVICES OVER SENTENCES GRANT

PROPOSAL APPLICATION

Section 1: Organization Information

Name of Organization: _____

Street Address: _____

City, State, Zip Code: _____

Organization EIN: _____

Programmatic Contact Name & Title: _____

Programmatic Contact Phone: _____

Programmatic Contact Email: _____

Fiscal Contact Name & Title: _____

Fiscal Contact Phone: _____

Fiscal Contact Email: _____

Section 2: Program Narrative

Dates of funded activity: _____

Geographic area served by project/program: _____

Target population: _____

Include:

- Mission Statement
- Description of service provided by agency
- History of program providing community-based services
- Service delivery proposal. Please detail how the following will be addressed:
 - Individualized treatment planning. This may include but shall not be limited to, inpatient, outpatient and step down recovery services.
 - Case management and ongoing collaboration with SOS partners.
 - Plan to provide quarterly data collection and analysis to support continuing assessment of SOS and partner agency effectiveness and changes to the approach if required.

Section 3: Performance Measurements:

Describe how your organization will measure performance of the funded project or program.

Section 4: Project/Program Budget Proposal

Amount Requested: _____

Provide an outline of the project/program budget with detailed justification for all costs, including the basis for computation of these costs. Include below or attach as a separate document.

Certification

The undersigned agrees that funds awarded will be used only for the purpose authorized by the Suffolk County District Attorney's Office. The undersigned further acknowledges that an quarterly report will be provided to the Suffolk County District Attorney's Office at the completion of the project/program. Digital signatures are acceptable

Signature: _____ Date: _____

Title: _____

Name of Applicant Organization: _____

<p>EMAIL APPLICATION TO: SUF-DL-Grants@mass.gov Applications must be received no later than 5:00 p.m. on Thursday, November 2, 2023.</p>

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APPLICATION CHECKLIST

Please submit with your application no later than **5:00 p.m. Thursday, November 2, 2023:**

- Organizational Information
- Program Narrative
- Performance Measurements
- Project/Program Budget Proposal
- Signature (*digital or print acceptable*)
- Letter of support from agency leadership
- Verification as DMH or DPH provider