

**SUFFOLK COUNTY DISTRICT ATTORNEY**

**KEVIN HAYDEN**



**COMMUNITY REINVESTMENT GRANT**

**Request for Proposal (RFP)**

**Release Date: Monday, April 24, 2023**

**Response Due Date: Friday, May 19, 2023**

**Anticipated Notification Date:**

**Thursday, June 1, 2023**

**SUFFOLK COUNTY DISTRICT ATTORNEY  
KEVIN HAYDEN**



**COMMUNITY REINVESTMENT GRANT**

**Community Reinvestment Grants  
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. Together, we continue to make advances toward our goal in minimizing involvement in the juvenile and adult criminal legal system. Our Community Reinvestment Grant (CRG) program is one critical component of our support for the communities that we protect and serve.

**Purpose**

Suffolk County District Attorney Kevin Hayden's CRG program provides up to \$10,000 to eligible non-profit organizations serving communities in Boston, Chelsea, Revere, and Winthrop. The CRG program supports a broad range of community organizations. Grant recipients play a central role in advancing District Attorney Hayden's goal of building strong, ongoing relationships between our office and community organizations across Suffolk County.

**Eligibility**

Non-profit organizations with 501(c)3 certification that offer violence prevention, substance use intervention and treatment, trauma and mental health support, and mentoring and educational programs for Suffolk County youth and adults are encouraged to apply. Applications from city-wide or county-wide programs must specify their area of focus and target populations. Organizations receiving funding are expected to produce a report at the end of the calendar year detailing fund allocation and outcomes facilitated by grant funding. Grants will not be awarded to any city, state, or federal government agency. Organizations that do not currently have 501(c)3 status may partner with a 501(c)3 to serve as a passthrough agency in order to apply.

**Allowable Use:**

CRG funding may be used for purposes including but not limited to:

- 1) Materials, supplies, and technology to be used by program participants
- 2) Youth job stipends
- 3) Field trips
- 4) Awards for program participants (excluding cash and gift cards)

The following uses are not allowed:

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

**Application Process:**

Grant applications must be received no later than **4 p.m. on Friday, May 19, 2023**. The applications will be reviewed by members of 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 **4 p.m. on Friday, May 19, 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 community around youth violence reduction, or substance use and abuse prevention, reduction or treatment that will have a specific or significant benefit to the neighborhood or targeted population.
4. **Commitment to Partnership.** SCDAO endeavors to build relationships with community-based organizations across Suffolk County that will last long after the funding period has ended. We value our lasting relationship with past recipients and welcome them to apply again but are also highly interested in distributing grants to organizations that have not previously been awarded grant funding.
5. **Financial Considerations.** The applicant must be a 501(c)3 with a business bank account. CRG funds shall not be disbursed into personal bank accounts. Fiscal reporting to SCDAO with back up documentation (receipts etc.) is required. Additionally, applicants who

previously received funds in 2021 and 2022 must be in compliance with reporting requirements in order to be considered for funding in 2023.

**Submission:**

Completed application packets must be sent via email by **4 p.m. on Friday, May 19, 2023**. to:

Community Engagement Bureau  
[SuffolkCommRelations@mass.gov](mailto:SuffolkCommRelations@mass.gov)

Please place in the subject line: Community Reinvestment 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 [SuffolkCommRelations@mass.gov](mailto:SuffolkCommRelations@mass.gov) no later than **Friday, May 5, 2023**.

**Award Notification and Requirements:**

Selected grantees will be notified via email on or around June 1, 2023. To expedite receipt of grant funds via direct deposit, we strongly encourage registration as a state vendor. SCDAO staff will be available to assist in this process. Organizations that are not registered as state vendors will receive grant funds via check, but please be aware that this will significantly delay fund distribution and requires in-person pick-up. Checks will not be mailed to recipients. Funds must be dispersed by SCDAO no later than June 30, 2023.

CRG recipients will be required to submit an after-action report detailing how the funds were used and measuring the impact of the funded project or program. An authorized representative of the organization is expected to sign an agreement acknowledging receipt of the funding and the reporting requirements. Recipients that fail to submit an after-action report will not be considered for CRG future funding.

**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.

**SUFFOLK COUNTY DISTRICT ATTORNEY**

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**FY23 COMMUNITY REINVESTMENT GRANT  
PROPOSAL APPLICATION**

**Section 1: Organization Information**

Name of Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Organization EIN: \_\_\_\_\_

Programmatic Contact Name: \_\_\_\_\_

Programmatic Contact Title: \_\_\_\_\_

Programmatic Contact Phone: \_\_\_\_\_

Programmatic Contact Email: \_\_\_\_\_

Fiscal Contact Name: \_\_\_\_\_

Fiscal Contact Title: \_\_\_\_\_

Fiscal Contact Phone: \_\_\_\_\_

Fiscal Contact Email: \_\_\_\_\_

Has this organization previously received Community Reinvestment Grant funding from Suffolk County District Attorney's Office?     Yes             No

If yes, what year(s) did the organization receive funding? \_\_\_\_\_

**Section 2: Project Description**

Is this project/program new or ongoing?       NEW                       ONGOING

Dates of funded activity: \_\_\_\_\_

Geographic area served by project/program: \_\_\_\_\_

Target population: \_\_\_\_\_

Describe the project/program for which you are seeking funding. Please indicate how your program will promote community safety and how it relates to one of our focus areas (mental health, substance use, anti-violence efforts, or education).

**Section 3: Needs Assessment**

Please identify the need and potential benefit to the organization's target population, community or neighborhood.

**Section 4: Performance Measurements:**

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



**Section 5: 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.

**Section 6: Organizational Operating Budget** Submit a copy of your organization's operating budget. Include below or attach as a separate document.

**Section 7: 501(c)3 Certification**

Is the applicant organization a 501(c)3?       YES       NO

If no, you may partner with a 501(c)3 to serve as passthrough organization that will receive funds on your organization's behalf. Please provide the following information about the passthrough organization.

Passthrough Organization Name: \_\_\_\_\_

Passthrough Organization EIN: \_\_\_\_\_

Passthrough Organization Fiscal Contact Name: \_\_\_\_\_

Passthrough Organization Fiscal Contact Phone: \_\_\_\_\_

Passthrough Organization Fiscal Contact Email: \_\_\_\_\_

Submit proof of your organization's 501(c)3 certification. If partnering with a passthrough organization, please provide proof of that organization's 501(c)3 certification.

**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 after-action 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: \_\_\_\_\_

EMAIL APPLICATION TO: [SuffolkCommRelations@mass.gov](mailto:SuffolkCommRelations@mass.gov)

Applications must be received no later than **4:00 p.m. on Friday, May 19, 2023.**

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**APPLICATION CHECKLIST**

Please submit with your application no later than **4:00 p.m. Friday, May 19, 2023:**

- Organizational Information
- Project/Program Description
- Needs Assessment
- Performance Measurements
- Project/Program Budget Proposal
- Organizational Operating Budget
- Proof of 501(c)3 Certification
- Signature (*digital or print acceptable*)