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CITY OF AMESBURY, MA

CITY OF AMESBURY
IN THE YEAR TWO THOUSAND TWENTY-SIX

SPONSORED BY: Kassandra Gove **BILL No.** 2026- 154
Kassandra Gove, Mayor

An Order to authorize the Mayor to accept and expend an award amendment in the amount of $146,653 awarded to the Amesbury Council on Aging through the FY27 Behavioral Health Outreach for Aging Populations (BHOAP) program.

Summary: The Executive Office of Aging and Independence administers the BHOAP program to provide home-based mental health and substance use support for adults aged 60 and older. This funding will support two LICSW positions and clerical staff to provide behavioral health services and support to older adults in Amesbury through the Senior Center and Department of Public Wellness.

Be it Ordered by the City Council of the City of Amesbury assembled, and by the authority of the same as follows:

That the City of Amesbury authorizes the Mayor to accept and expend an award amendment in the amount of $146,653 awarded to the Amesbury Council on Aging through the FY27 Behavioral Health Outreach for Aging Populations (BHOAP) program.

FY: 2027 Amendment #: If Federal Funds, CFDA #:

PURCHASE OF SERVICE - ATTACHMENT 1: PROGRAM COVER PAGE

PROGRAM INFORMATION

Contractor Name: Town of Amesbury	Department Name: EXECUTIVE OFFICE OF AGING & INDEPENDENCE
Program Type: OUTREACH	Document ID: FY25BHOAPAMESBURY000
Program Name: BHOAP	UFR Program #:
Program Address: ELM ST.	MMARS Activity Code: 8043
City/State/Zip: AMESBURY MA.	Other Reference Information (Information Purposes Only):
Contact Person: Telephone: 978-388-8138 X543	Contact Person: ANDREA CONWARD Telephone: 617-727-7750

RFR INFORMATION: ☐ Attached ☐ RFR Reference # BD-1040-1040C-1040L-97535 ____
☑legislative exemption ☐ emergency ☐ collective purchase ☐ interim ☐ amendment

SCOPE OF SERVICES: ☐ Bidder's Response Attached ☑ Description of Services Attached

TOTAL ANTICIPATED CONTRACT DURATION: JULY 1, 2024 to JUNE 30, 2027

INITIAL DURATION: JULY 1, 2024, to JUNE 30, 2026

OPTIONS TO RENEW: (3) options to renew for (1) years each option

FISCAL TERMS

PRICE IS ESTABLISHED THROUGH: (CHECK 1, 2, OR 3)

☐ **OPTION 1: PRICE AGREEMENT** (list price)
$_____
rate regulation (if any)_____

☐ **OPTION 2: SUMMARY BUDGET** ("T" lines only)
☐ unit rate
☐ cost reimbursement
☐ other _____

☑ **OPTION 3: COMPLETE BUDGET**
☑ cost reimbursement
☐ unit rate
☐ other _____

FUNDING SUMMARY					
Prior Years		Current Year		Future Years	
FY	Amount	FY	Amount	FY	Amount
2025 2026	$149,417.00 $149,417.00	2027	$146,653.00		
Total: $298,834.00		Total: $146,653.00		Total: $	
			Multi-Year Total:	$445,487.00	

CURRENT
MAX OBLIGATION: $146,653.00 UNIT RATE: $_____ per _____ # BILLABLE UNITS: _____

ADDITIONAL PAYMENT OR PRICE SPECIFICATIONS:

Updated 11/1/05

Sensitivity level – low

FY: 2027 Contractor Name: Amesbury Amendment #: If Federal Funds, CFDA #:

PURCHASE OF SERVICE - ATTACHMENT 3: FISCAL YEAR PROGRAM BUDGET

Program Name: Behavioral Health Outreach for Aging Populations	Document ID# FY27BHOAPAMESBURY000	MMARS Activity Code:	Program Type: Aging Well	UFR Prog. #

		Current		Amend. Change		New				
		FTE	Amount	FTE	Amount	FTE	Amount	COST REIMBURSEMENT ONLY		
	Program Component							Offset	Source	Reimbursable Cost
UFR Title #	Direct Care/Program Support Staff/Overtime/ Shift Differential & Relief (Titles 101-141)									
	Program Director									
	Social Worker -- LICSW	2	$106,295.95							
	Counselor									
	Case Worker/Mgr – MA									
	Program Sec., Clerical Staff	1	$14,863.94							
	SUBTOTAL STAFF		$121,159.89							
	Payroll Taxes									
	Fringe Benefits									
	Total Direct Care/Program Staff		**$121,159.89**							
	Occupancy									
	Program Facilities									
*	Fac. Oper/Main/Furn									
	Total Occupancy									
	Other Direct Care/Program Support									
	Direct Care Consultant									
	Temporary Help									
	Clients/Caregivers. Reimb/Stipends									
	Subcontract Dir.Care		$20,860.00							
	Staff Training									
	Staff Mileage/Travel		$1,698.11							
	Meals									
	Contracted Client Trans.									
*	Vehicle Expenses									
*	Vehicle Depreciation									
	Incid. Health/Med Care									
	Client Per. Allowances									
	Prov. of Material Good									
	Direct Client Wages									
	Other Commercial Prod. & Svs.									
*	Program Supplies/Mat		$2,935.00							
	Total Other Direct Care/Program		**$25,493.11**							
	Direct Admin Expenses									
	Program Support									
*	Other Direct Administrative Expenses									
	Total Direct Administrative Exp.									
	SUBTOTAL PROGRAM COSTS									
*	**Agency Admin. Support Allocation**									
T	**PROGRAM TOTAL**		**$146,653.00**							

Commercial Fee, if applicable, for for-profit contractors only (for informational purposes only; not to be included in the price paid by the Commonwealth): %___$___: N/A for Cost Reimbursement A. $ _____ Subtotal of offsets which are for non-reimbursable costs. Non-reimbursable costs must be shown in detail on Attachment 5 when the program is subject to the provisions. of Federal OMB Circular A-122 and/or 808 CMR 1.00.

Town of Amesbury

FY27 Behavioral Health Outreach for Aging Populations (BHOAP) Scope of Work

1. INTRODUCTION

The Commonwealth of Massachusetts Executive Office of Aging & Independence (AGE), established under M.G.L. c. 19A, continues to be committed to advancing the health and well-being of older adults by ensuring that older adults have opportunities to live and thrive in the communities of their choice and by offering access to timely, flexible behavioral health services.

The Executive Office of Aging & Independence enters into this agreement with the provider listed above, to provide Behavioral Health Outreach for Aging Populations[1] (BHOAP, pronounced "Be Hope") services to older adults living in communities within their designated catchment area. This agreement is executed subsequent to the posting of a Notice of Intent to Award on COMMBUYS in accordance with the rules and procedures of the Operational Service Division (OSD).

2. DEFINITIONS

The following definitions are used throughout this Scope of Work:

"ASAP" – Aging Services Access Point.

"COA" – Councils on Aging.

"BHOAP" – Behavioral Health Outreach for Aging Populations.

"AGE" – Executive Office of Aging & Independence.

3. SCOPE OF WORK

A. Scope of Services

BHOAP providers will provide mental health services, counseling, outreach, referrals, support, and a bridge to more formal services to older adults (age 60+) living in Massachusetts communities. Consumer referrals to BHOAP services in the provider's catchment area may be made by, but not limited to, community-based organizations (e.g., ASAPs and COAs), town and state departments/employees, first responders, self/family, mobile crisis teams, Certified Home Health Agencies (CHHAs), community health centers, physician's offices, hospitals/nursing facilities, or religious organizations.

BHOAP providers shall perform the following activities under the BHOAP scope of services:

- Conduct in-depth behavioral health assessments on an as needed basis for high-risk older adults, where they are in their community, or connect these individuals to the appropriate behavioral health care setting for further assessment
- Assess older adults' needs for support in the community and refer to service providers to ensure older adults experiencing emotional challenges and behavioral health conditions have their underlying and/or contributory needs addressed
- Work directly with older adults experiencing emotional challenges and/or behavioral health conditions, in their homes, in a community setting, and/or using technology based on the individual's preference

[1] The Behavioral Health Outreach for Aging Populations BHOAP (BHOAP), formerly known as Elder Mental Health Outreach Teams (EMHOT).

- Develop individualized, person-centered care plans
- Conduct in-home visits, counseling, and therapy
- Assist in connecting older adults to ongoing mental/behavioral health services as needed
- Provide care coordination, collaboration, and warm hand-offs between older adults and other network service providers as needed, including, but not limited to, aging services, housing, financial, and physical and behavioral health care supports
- Connect and refer older adults to community-based resources (including, but not limited to, Home Care, transportation, housing, MassHealth, etc.)
- Provide family support to those caring for older adults in the community
- Work with community and health care partners to proactively identify and refer older adults who may be at-risk (e.g., those who are socially isolated)
- Act as a bridge between older adults and the behavioral health care system. This includes the provision of or referral to "wrap around" services and resources, supporting older adults in accepting, seeking, and navigating to behavioral health care services, and helping older adults when discharged from a health care to community setting
- Consult and collaborate with community partners, including but not limited to: Police, Fire, local Aging Services Access Points (ASAPs), Councils on Aging (COAs), housing service coordinators and others; to refer, assess, and provide assistance to older adults in need in a timely manner
- Connect older adults to financial resources for receiving community services and living in the community (i.e., connect older adults to additional programs and services that may be beneficial, such as Senior Care Options (SCO), Program for All-Inclusive Care of the Elderly (PACE), or other services offered by the Department of Mental Health and Department of Public Health)

B. Outreach to Underserved Populations

BHOAP providers shall conduct outreach to underserved populations, defined as groups of people who do not receive adequate behavioral health services or information due to barriers of culture and language (e.g., non-English speaking), socioeconomic status (e.g., low income), education (e.g., literacy levels), physical location (e.g., rural vs. urban), gender, health status, age, and/or disability, including accessibility issues for hearing and visual impairments. **To accomplish this, AGE requires Contractors to develop a specific outreach plan that includes the following:**

1. Identification of underserved populations within the organization's service area
2. A timetable for establishing contact with, and securing cooperation of, leaders and service organizations operating in those geographic areas identified
3. A description of strategic steps to be pursued toward providing access to the identified special populations

C. Culturally and Linguistically Appropriate Services Standards Implementation

BHOAP providers will incorporate national Culturally and Linguistically Appropriate Services (CLAS) standards into Program operations. In incorporating CLAS standards, Contractors will be working to ensure that services provided are effective, equitable, understandable, and respectful, as well as responsive to an individual's cultural health beliefs and practices, preferred languages, health literacy and other communication needs. At a minimum, Contractors will incorporate CLAS standards into Program service delivery and outreach plans. More information on CLAS standards implementation is available here.

4. ADMINISTRATION

a. Bi-Annual Reporting

All BHOAP providers are required to submit biannual reports to AGE. The first report of each State Fiscal Year covers the reporting period of July 1 - December 31 and is due to AGE by January 31; the second report covers the reporting period of January 1 - June 30 and is due to AGE by July 31. A reporting template will be provided to all contract recipients.

Biannual reports are to include the following*:

Consumer Characteristics

- Number of new and continuing consumers
- Number of consumers by gender
- Number of consumers by age bracket
- Number of consumers by primary language, race/ ethnicity
- Number of consumer referrals, by source
- Number of consumers by housing stability, living arrangement, and housing type
- Number of consumers by primary and secondary diagnoses
- Risk assessments

Consumer Outcomes

- Consumer responses to biannual and discharge survey

Program Outcomes

- Program services utilized by consumer
- Units of counseling services provided
- Program accomplishments (narrative)

Program Financials

- Total revenue by source
- Total expenditures by type

*Reporting requirements are subject to change at the discretion of AGE. Any and all changes to reporting requirements will be communicated to all Contractors via email during the contract term.

b. Security and Confidentiality

Contractors must comply fully with all security procedures of the Commonwealth and Commonwealth Agencies in performance of the Contract. The providers shall not divulge to third parties any confidential information obtained by the providers or its agents, distributors, resellers, subcontractors, officers, or employees in the course of performing program work, including, but not limited to, security procedures, business operations information, personally identifiable information, or commercial proprietary information in the possession of the Massachusetts Executive Office of Aging & Independence.

c. Invoicing

BHOAP providers shall submit an invoice to AGE for the amount spent on the service deliveries in the given month. Providers should use the e-invoice category of "Behavioral Health Outreach for Aging Populations (BHOAP)" when submitting invoices for service deliveries using this funding stream.

When submitting invoices, providers shall include via attachment a detailed invoice Excel spreadsheet (please refer to *BHOAP FY27 Contract Invoice Template.xls*). The detailed invoice Excel spreadsheet shall include:

1) Total amount spent on staff/ intern wages.

2) Total amount spent on fringe benefits (not exceeding 30% of the overall contract value).
3) Total amount spent on subcontracted clinician/ subcontracted staff wages.
4) Total amount spent on program overhead (rent, utilities, etc. not exceeding 2% of the overall contract value).
5) Total amount spent on travel reimbursement (capped at the allowable rate as determined by AGE).
6) All other expenses, providing expense justification in the notes section of the template.
7) Total amount spent since the start of the contracting period (i.e., July 1, 2024), including the current monthly invoice.

Invoices must report expenses based on the line items in the Budget and must bill for expenses based on the allowable billing methodology described in the Budget.

Invoices shall be submitted via AGE's E-Invoicing System. Please contact the AGE staff indicated below regarding contract or invoice questions:

To: Amanda McGrory
Amanda.L.Myers@mass.gov