

**Request for Proposals**

**for**

**MassHealth Delivery System Reform Incentive Payment (DSRIP)**

**Community Health Worker Supervisor Training Program Grant**

**Issued by**

**Commonwealth Corporation**

**Funded by MassHealth**

**RESPONSES DUE:** August 21, 2018 by 5:00PM ET

Upload electronic submission to the following link:

<https://commcorp.tfaforms.net/328730>

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**DSRIP Community Health Worker Supervisor Training Program**

**REQUEST FOR PROPOSALS**

Section One: Grant Program Purpose

1. ***About MassHealth Delivery System Reform Incentive Payment (DSRIP):*** Commonwealth Corporation is administering the MassHealth Delivery System Reform Incentive Payment (DSRIP) Statewide Investment program focused on frontline and extended healthcare workforce development on behalf of the Commonwealth of Massachusetts Executive Office of Health and Human Services (EOHHS) Office of Medicaid (MassHealth). The Statewide Investments funding stream is one component of MassHealth’s $1.8 billion DSRIP program authorized under the Medicaid Section 1115 Waiver and comprises eight initiatives over the five-year DSRIP program. The Workforce Development Program will support the MassHealth Accountable Care Organizations (ACOs), and Community Partners (CPs), by building and strengthening the state’s frontline and extended healthcare workforce, which is critical to their ability to improve health outcomes and reduce the total cost of care for MassHealth members.
2. ***Program Sponsors:*** This Request for Proposals is administered by Commonwealth Corporation on behalf of EOHHS through the DSRIP Statewide Investments program.
3. ***Purpose*:** The Community Health Worker Supervisor Training Program Grant aims to strengthen the community health worker (CHW[[1]](#footnote-1)) workforce and improve the effectiveness and retention of CHWs in MassHealth Accountable Care Organizations (ACOs) and Community Partners (CPs) by expanding capacity and access to training for supervisors of CHWs. Commonwealth Corporation is seeking applications from programs with expertise in training CHWs to design a new or modify an existing curriculum for training CHW supervisors and then deliver the new/modified curriculum to 60 eligible CHW supervisors between November 1, 2018 and December 31, 2019.
4. **Eligible Training Providers:** Commonwealth Corporation will select one training provider through this Request for Proposals. Eligible training providers must have demonstrated experience delivering CHW training aligned with the CHW core competencies developed and approved by the Massachusetts Board of Certification of Community Health Workers. The selected training provider will be responsible for the following activities:
   1. Design a new or modify an existing curriculum based on standards identified in this Request for Proposals. (Please note: The final curriculum to result from this funding will be made available to other CHW training programs in Massachusetts in order to further expand the statewide capacity to offer high quality training for CHW supervisors).
   2. Work collaboratively with Commonwealth Corporation to ensure that the new/modified curriculum and the associated training activities achieve planned outcomes.
   3. Partner with EOHHS and Commonwealth Corporation to promote the CHW Supervisor Training Program to eligible provider entities in order to recruit eligible CHW Supervisors to participate in the scheduled training program.
   4. Communicate the CHW Supervisor training schedule, program description, and instructions to register for the program on the training provider website. Commonwealth Corporation and EOHHS reserve the right to promote the CHW Supervisor Training Program, in coordination with the selected training provider.
   5. Work closely with Commonwealth Corporation and EOHHS to develop and implement processes and tools that enable EOHHS to confirm the eligibility of potential CHW Supervisor Training Program participants prior to finalizing their registration in the program
   6. Deliver scheduled CHW Supervisor Training Program sessions and maintain accurate records for all participants.
   7. Work closely with Commonwealth Corporation and EOHHS to determine the best way to collect program evaluation data from training program participants and their employers and implement related surveys as needed.
5. ***Eligible Trainees:***  CHW Supervisors employed at a MassHealth ACO or CP with a MassHealth-approved workforce development plan are eligible to participate in training. In the event that there are open slots, CHW Supervisors from all other entities in the state exclusive of MassHealth ACOs and CPs without a MassHealth-approved workforce development plan would be able to attend the trainings. If there are still open slots, CHW supervisors from ACOs and CPs without MassHealth-approved workforce development plans would be able to attend the trainings. Training providers awarded funding through this RFP must adhere to the EOHHS eligibility criteria in this section for the CHW Supervisor Training Program. (Please note: EOHHS will be responsible for confirming the eligibility of all prospective training program participants prior to finalizing their registration in the program).
6. ***Duration of Contract(s)*:** Contracted services are anticipated to be delivered between November 1, 2018-December 31, 2019. Commonwealth Corporation reserves the right to discontinue funding at any time if there is insufficient evidence that the program is meeting established outcomes, including enrollment, attendance and completion rates. Commonwealth Corporation also reserves the right to extend the contract beyond the initial contract period to fund additional training cohorts in future years per the approval of EOHHS.

**Section Two: Program Design Requirements**

1. **Community Health Workers: Background**

The Massachusetts Department of Public Health defines a CHW as:

A public health worker who applies his or her unique understanding of the experience, language, and culture of the populations he or she serves in order to carry out one or more of the following roles:

* Providing culturally appropriate health education, information, and outreach in community-based settings such as homes, schools, clinics, shelters, local businesses, and community centers;
* Bridging or culturally mediating between individuals, families, communities and health and human services, including actively building individual and community capacity;
* Assisting community members to access the health and human services they need;
* Providing direct services, such as informal counseling on access to health and human services, social support, care coordination and health screenings; and
* Advocating for individual, family and community needs pertaining to access to health and human services.

CHWs are distinguished from other health professionals because they:

* Are hired primarily for their understanding of the populations and communities they serve;
* Conduct outreach a significant portion of the time in one or more of the categories above;
* Have experience providing services in community settings.

There are 10 Core Competencies for Massachusetts CHW Certification:

1. Outreach Methods and Strategies

2. Individual and Community Assessment

3. Effective Communication

4. Cultural Responsiveness and Mediation

5. Education to Promote Healthy Behaviors

6. Care Coordination & Systems Navigation

7. Public Health Concepts and Approaches

8. Advocacy and Community Capacity Building

9. Documentation

10. Professional Skills and Conduct

The ability to listen to and empathize with clients/patients, to be non-judgmental, to mediate and advocate, and to work well within teams are unique attributes of CHWs and enable them to build trust and address the social determinants of health.

1. ***Training Program Requirements:*** Training providers may propose a **CHW Supervisor Training** Program that includes a combination of didactic instruction, activity-based learning, and one-to-one or group coaching and/or reflective supervision. Applicants should propose to design a training curriculum that could reasonably be completed in no more than 20 hours and over a time period of no more than two to three months.

**CHW Supervisors who complete the training will:**

1. Be familiar with the history of the CHW workforce, know the Massachusetts CHW definition and scope of practice, and can identify the 10 CHW Core Competencies required by the Massachusetts Department of Public Health (DPH) for certification (see Section 2.A).
2. Understand how to apply the CHW definition to recruitment and hiring of CHWs, including identifying the unique qualities and attributes of CHWs.
3. Identify supervisor strategies for facilitating team integration of CHWs, including EHR access, team meetings, and CHW participation in program planning and design, caseload planning, workflow and referral processes.
4. Effectively provide both 1:1 and group supervision, in addition to “as-needed” and crisis-oriented support.
5. Understand and be able to practice cultural humility[[2]](#footnote-2) in their supervision of CHWs.
6. Understand the role of the CHW supervisor in advocating for CHWs, including within the team and agency and supporting appropriate resources, training and professional development for CHWs, and other strategies for staff retention.
7. Develop management techniques to best support their CHW teams e.g., time management, prioritization, etc.
8. Employ strategies for monitoring CHW performance: ensuring quality of care of patients while maintaining productivity.
9. ***Qualifications of Trainers:*** Training providers must demonstrate that the individuals who will deliver training have the qualifications and experience that enable them to be effective in this role. Preference will be given to training providers who include at least one trainer with experience as a CHW Supervisor. The selected training provider may sub-contract and/or partner with other local trainers or training providers to deliver the training; however, the trainers at the sub-contractors must be comparable or better in qualification than the selected training provider.
10. ***Training Location:*** All training locations must be Americans with Disabilities Act (ADA) compliant. The selected training provider must demonstrate their capacity to deliver this training in two or more different geographical locations across Massachusetts to maximize the opportunity for CHW Supervisors from across Massachusetts to participate. The selected training provider may sub-contract and/or partner with other local trainers or training providers to deliver the training; however, the sub-contracted providers must utilize the same curriculum developed by the selected training provider. Applications that include a sub-contract/partnership arrangement must describe the qualifications and document the commitment of the proposed sub-contract/partner entity.
11. ***Curriculum Design:*** Training providers may propose to use some portion of grant funds to modify an existing curriculum or design a new curriculum for training CHW Supervisors. Training providers must describe their rationale for developing a new or modifying an existing curriculum, responding to questions in Attachment 2 of the Grant Application Package. All curricula designed with these funds must be made available to Commonwealth Corporation and EOHHS for sharing, replication, adaptation, and use by other organizations in order to further expand the capacity for offering high quality CHW Supervisor training across the state.

The training provider will be responsible for submitting the curriculum to Commonwealth Corporation and EOHHS for approval prior to training delivery. The curriculum must be provided in a format with sufficient detail for other training providers to deliver, replicate or adapt the course. The training provider will also submit interim versions of new curricula for review and feedback by Commonwealth Corporation and EOHHS prior to submitting the final version. **Please note that if a training provider proposes to adapt existing curriculum using grant funds they will be required to provide the complete revised curriculum, including any course content that was previously developed, to Commonwealth Corporation to be available for dissemination at the discretion of EOHHS.**

1. ***Payment:*** Training providers must submit a budget for the cost of curriculum design with their Grant Application Package detailing how the funds will be spent to support the proposed curriculum design activities. Forthe curriculum design phase, payments will be paid in two parts; one payment prior to the start of design activities and the second upon the submission of the final approved curriculum. Upon the completion of the curriculum design phase, the selected training provider will submit a training delivery budget for approval by Commonwealth Corporation and EOHHS. During the training delivery phase, payments will be issued to the training provider prior to the start date of each cohort. These payments will be calculated by allocating an equal portion of the total cost of training delivery to each cohort. Details will be negotiated in contract development.
2. **Data Collection/Evaluation Requirements:** Training providers selected for funding will be required to collect and provide data to Commonwealth Corporation and EOHHS, including:
3. Registration form to collect information on trainee applicants (CHW supervisors) to confirm eligibility and to provide information on the profile of the trainees and the ACO and/or CP employers utilizing the training in accordance with EOHHS eligibility criteria stated above in Section One: E. Commonwealth Corporation and EOHHS will work with the selected training provider to design a registration form that might include the following types of data:
   1. Trainee’s name, job title, contact information – telephone, fax, work email
   2. Employer, Department/Division/Program, Street Address, City, Zip Code
   3. Manager (of trainee): Name, Job Title, Telephone, Email
   4. Information from Trainee on any individual accommodations needed to attend.
4. Training Cycle Performance Report to be submitted for each training class.
   1. Class roster by name, with hours/days attended. This information will be entered into a database provided by Commonwealth Corporation.
   2. The provider will include a performance summary report for each class in the Quarterly Report including number of applicants, the number approved for training, number successfully completing training, number of trainees receiving coaching (if delivered as part of the proposed training model) and any current waitlist or number of current applicants in excess of the upcoming class capacity.
5. Training Provider/Trainer(s) feedback will be reported after each training class on the successes and challenges of training and location, feedback on curriculum, level of trainees’ participation and active involvement, etc. The report will include a summary of planned and completed coaching (if part of the proposed training model). The provider’s administrators and trainer(s) should also include any recommendations to improve the curriculum, the training experience and, if part of the proposed training model, coaching activities. This information will be collected in a section of the quarterly report and a summary section on the final [quarterly] report.

Please note: in addition to the data collection activities listed above, Commonwealth Corporation and EOHHS may conduct surveys of CHW Supervisors who have participated in the funded training programs. More information will be provided during contract negotiations.

1. ***Program Progress Reporting Requirements:*** Training providers awarded grant funds will be required to submit the following brief narrative reports using templates supplied by Commonwealth Corporation:

Quarterly Reports: These reports will be due quarterly and will include an update and reflection on progress in meeting deliverables and reporting the project’s successes and obstacles/challenges encountered during the relevant time period – e.g. difficulty identifying trainers or space, glitches with registrations or the process for confirming registrant eligibility, not enough or too many registrations, etc.

Final Report: This report will be submitted at the end of the contract period and will document what was achieved through the investment of these funds, inform future funding practices and provide information that could be used more generally among organizations doing similar work. The format for this report will be provided to grantees after a contract is awarded.

**Section Four: Available Funding & Matching Funds**

1. ***Grant Award Amount:*** A total of $85,000 is available to 1) design new or modify existing Community Health Worker Supervisor training **and** 2) deliver Community Health Worker Supervisor training to 60 individuals between November 1, 2018 and December 31, 2019.
2. ***Matching Funds:*** The applicant is not required to propose matching funds.
3. ***Allowable Costs:***  Training providers may propose a budget that includes all necessary and reasonable costs associated with the design of new or modification of existing curriculum, including the cost of staff and consultant time related to curriculum development. Upon the completion of the curriculum design phase, the selected training provider will submit a training delivery budget for approval by Commonwealth Corporation and EOHHS. This Training Delivery budget will include the cost for instructors, supplies, materials, and training space necessary for the delivery of training to 60 CHW supervisors. The combined amounts of the two budgets (curriculum design and training delivery) must not exceed the Grant Award Amount described in Section 4A. Applicants may not charge additional fees (including but not limited to material fees) to participate in the proposed program.
4. ***Program & Fiscal Monitoring:*** Commonwealth Corporation is responsible for ensuring that the organization receiving grant funds:
5. has the fiscal and program systems needed to meet all relevant federal and state requirements;
6. meets the terms of the grant award outlined in the contract with Commonwealth Corporation;
7. provides quality services to program trainees; and
8. expends grant funds only for allowable activities.

To fulfill this responsibility, Commonwealth Corporation will periodically request and review documentation. Additional information will be provided after a contract is awarded.

Section Five: Submission Schedule & Instructions for Submission

1. ***Submission Schedule***

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Request for Proposals Released | Tuesday, July 10, 2018 |
| Optional Bidders’ Webinar | Wednesday, July 18, 2018 at 10am |
| Deadline for written questions | Thursday, August 16, 2018 |
| Applications Due | Tuesday, August 21, 2018 at 5pm |
| Applicants Notified of Status | October 2018 |
| Estimated Contract Start Date | November 1, 2018 |
| Contract End Date | December 31, 2019 |

1. ***Clarification Period*:** Questions about this grant program will be accepted in writing from July 10, 2018 through August 16, 2018. Please submit questions to Karen Shack at [kshack@commcorp.org](mailto:kshack@commcorp.org). All questions will be responded to and posted on Commonwealth Corporation’s website at [www.commcorp.org](http://www.commcorp.org). Applicants can sign up at <https://commcorp.tfaforms.net/328728> to receive email notifications when new responses are posted. However, all potential applicants are advised to check the Commonwealth Corporation’s website periodically for additional information and updates until submissions are due.
2. ***Optional Bidders’ Webinar:***  An optional Bidders’ Webinar will be held on July 18, 2018 at 10:00 AM ET. Please register using this link by the end of the day on July 17, 2018: <https://dsrip-chw-bidders-webinar.eventbrite.com>. If applicants have any questions about accessing the Webinar, please contact Angela Holley at 617-717-6911.
3. ***Application*** ***Submission Instructions*:** Grant Application Packages are due on August 21, 2018 by 5:00 PM ET. Please upload your submission electronically to the following link: [**https://commcorp.tfaforms.net/328730**](https://commcorp.tfaforms.net/328730)**.** In order to upload your submission, you will need to complete a form that provides the following information: (1) the **Name** of the applicant organization, (2) the applicant organization’s **Federal Employer ID Number**, (3) the applicant organization’s **Department of Unemployment Assistance ID Number**, (4) the **Total Program Funds Requested**, and (5) the applicant organization’s **Primary Contact Person** (to be notified upon decision of grant award).

Applicants should review all components prior to uploading in order to ensure they have completed all of the required information. Narrative forms must be submitted in MS Word file format. Budget forms must be submitted in Excel file format. Should you encounter any submission issues, please contact Karen Shack at [kshack@commcorp.org](mailto:kshack@commcorp.org) or 617-717-6930.

1. ***Grant Application Package:*** The following attachments make up the required components of the Grant Application Package. Please provide the following forms and documents in the order in which they are listed.

**Attachment 1: Application Summary Form**

This form provides Commonwealth Corporation with summary level information about the proposed program. You may adjust the spacing as needed to accommodate your answers. This form should be the title page of your Grant Application Package.

**Attachment 2: Application Narrative Form**

This form provides a list of questions that applicants must address. Answer all the questions included on the Narrative Form. Do not change the order of the questions/sections. You may adjust the spacing in each section of the Narrative Form to accommodate your answers. Application Narrative Forms may not be in a font size smaller than size 11 and must have at least one-inch margins. Application Narratives must be limited to 5 pages.

**Attachment 3: Budget Form**

Attachment 3a and 3b are the Budget Summary and Curriculum Design Budget Narrative Forms. These are included as a separate MS Excel Workbook labeled “DSRIP CHWS Application Budget Forms.” You must submit a detailed budget request using the provided forms. The budget will also become the financial basis for any grant award, and for making payments during the contract. Commonwealth Corporation reserves the right to modify application budgets prior to and/or after grant award.

**Section Six: Submission Evaluation Process and Criteria**

1. ***Submission Evaluation Process***: Submissions in response to this solicitation will be evaluated by a review committee, which may include representatives from Commonwealth Corporation, EOHHS, MA Department of Public Health, and other subject matter experts as appropriate.

The submission review process will consist of the following steps:

**Step 1: Threshold Criteria Screening**

Submissions will be screened for completeness, conformity to the program requirements and timeliness of response. Submissions that are incomplete, non-conforming, or late will not be considered.

**Step 2:** **Compliance Screening:** Commonwealth Corporation will conduct an analysis to ensure the applicant is in compliance with state and federal law. Commonwealth Corporation will conduct the following reviews to ensure compliance:

* Ensure the applicant is in full compliance with all obligations to the Department of Unemployment Assistance, Department of Industrial Accidents, and any other obligations to the Commonwealth of Massachusetts.
* Ensure the applicant has not been debarred from doing business with the Commonwealth of Massachusetts or the Federal Government

**Step 3: Review Committee**

The review committee will review and score all eligible submissions.

|  |  |
| --- | --- |
| **Category** | **Point value** |
| Track record of success and qualifications/capacity of applicant to deliver proposed CHW Supervisor training, including trainer qualifications and experience | 30 |
| Demonstration of alignment of current curriculum with course requirements or demonstrated plan to modify existing or create new curriculum to meet course requirements | 30 |
| Clear and realistic training plan that provides training in two or more geographical locations in Massachusetts | 20 |
| Budget reasonableness and cost effectiveness | 20 |

Review results will be documented. Commonwealth Corporation reserves the right to request additional information from any applicant or business partner referenced in the application to ensure that the review committee has a complete understanding of the proposed program and applicant qualifications.

**Step 4**

All applicants will be notified of their award status by email.

1. ***Additional Submission Evaluation Notes:*** In addition to the scoring system outlined above,Commonwealth Corporation reserves the right to only consider submissions that, in our sole judgment, are complete and responsive to the solicitation’s requirements and include all required application components. Additionally, Commonwealth Corporation and EOHHS reserve the right to consider other criteria in making competitive awards among comparably qualified applicants. Commonwealth Corporation reserves the right to reject any and all applications, or to accept any and all applications, in whole or in part, if deemed to be in the interest of the Commonwealth Corporation or EOHHS to do so. The determination to approve or not approve an application for a training grant is not subject to appeal under any provision of M.G.L. c. 151A. (430 CMR 14.09) Appeals of the funding decision may be filed with Dr. J.D. LaRock, President, Commonwealth Corporation, 2 Oliver Street, 5th Floor, Boston, MA 02109. Appeals must be filed within fifteen days of the date of Commonwealth Corporation’s notice to unsuccessful bidders. The President may decide to hold an informal review of the decision, and may decide to grant an appeal, deny an appeal, or modify an award based on information provided during the informal review.

This submission does not commit Commonwealth Corporation to award any contracts. Upon submission, all applications become the property of Commonwealth Corporation.

1. ***Audited Financial Statements and Verification of Fiscal Management Capacity****:* The applicant that is selected for an award must have demonstrated fiscal management capacity. The selected applicants may be required to submit a copy of their organization’s most recent audited financial statement prior to the execution of a final contract.In addition, prior to the grant award, Commonwealth Corporation staff may review an organization’s fiscal systems and internal controls to verify that the organization has the capacity to manage public grant funds and administer the program.
2. ***Project Terms and Conditions*:**  Applicants awarded funding will be required to abide by Commonwealth Corporation’s Standard Contract Terms and Conditions. Attachment 4 is provided as a model contract. The final contract is subject to successful negotiation of a final statement of work and budget.

**Section Seven: Summary of Attachments**

* Grant Application Package

**Attachment 1:** Application Summary Form

**Attachment 2:** Application Narrative Form

**Attachment 3:** Budget Summary & Curriculum Design Budget Narrative Forms

**Attachment 4:** Model Contract

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Attachment 1: Application form

Respond to all questions on the Application Form. You may adjust the spacing in each section to accommodate your answers. Do not delete any of the questions. *Please note: This symbol* ^ *identifies information which you will also need to enter on the online submission form (see Section 5 for Submission Instructions).*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Project Profile: Community Health Worker Supervisor Training Program** | | | | | | | |
| **Name of Applicant Organization ^** | |  | | | | | |
| **Department of Unemployment Assistance ID Number ^** | |  | | **Federal Employer ID Number ^** | | |  |
| **Total Curriculum Development Grant Funds Requested** | |  | | | | | |
| **Lead Applicant Contact Information** | | | | | | | |
| **Role** | **Name / Title** | | **Address** | | **Phone** | **Email** | |
| **Primary Contact Person ^** (notified upon decision of grant award) |  | |  | |  |  | |
| **Authorized Signatory** (authorized to commit organization) |  | |  | |  |  | |
| **Proposal Summary**  In the space provided below, please provide a summary of your proposed plan for designing/modifying a CHW Supervisor training curriculum and delivering that curriculum to 60 CHW supervisors in 400 words or less. Please keep in mind that if your organization is awarded funding, this is the summary that will be used in public announcements. | | | | | | | |
|  | | | | | | | |

Attachment 2: Application Narrative Form

Please describe your proposed plan for designing a new or modifying an existing CHW Supervisor training curriculum and delivering that program to 60 CHW Supervisors by responding to the questions below. Do not exceed 5 pages, using a font 11 points or larger and with at least one inch margins. The page limit does not include the other required Attachments of the Grant Application Package.

1. Does your organization currently offer CHW training programs?
   1. If so, do any of your CHW training programs incorporate the required Core Competencies approved by the Massachusetts Board of Certification of Community Health Workers? Please provide additional details, including the number and locations of CHW core competency trainings delivered in the past year and the total number of CHWs who completed these trainings.
   2. Does your organization offer advanced training and/or other professional development resources for CHWs? If so, please provide additional details, including the types of trainings/resources, the number and locations of the trainings/resources offered in the past year, and the total number of CHWs who benefited.
   3. How many years has your training program delivered training to Community Health Workers?
2. Does your organization currently offer Community Health Worker **Supervisor** training?
   1. If so, how many times was this training program offered last year? How many CHW Supervisors were trained last year? Please list the names of some of the organizations/businesses where these CHW Supervisor trainees were employed.
   2. If so, how many times do you currently plan to offer the CHW Supervisor training program during the contract period (approximately November 2018-December 2019) without additional funding through this grant program? How many CHW Supervisors do you plan to train during this period?
   3. If awarded grant funds, what impact would this have on your plans for next year? Would you be able to provide additional training cycles? If so, how many? Would you be able to train additional CHW Supervisors? If so, how many? In what way would the planned CHW Supervisor training cycles be impacted by any modifications to the existing curriculum developed via this funding? If an award of additional grant funds would not increase the number of cycles and trainees to be trained in the next year, please explain why not.
3. Do you propose to use a portion of grant funds to design a new or modify an existing CHW Supervisor curriculum?
   1. If no, please provide a course outline and description of your current existing curriculum and explain how this current course meets all of the requirements described in Section 2 Program Design Requirements of the RFP.
   2. If yes, please specify whether you will be modifying an existing OR designing a new curriculum.
   3. If modifying an existing curriculum, please provide an outline of your current curriculum and explain what changes need to be made to the existing curriculum.
   4. While we understand that the curriculum development phase may shift your plans, at this point in time please provide us with an estimate of the number of classroom training hours you anticipate will be included in your program.
   5. List the staff (name, title, organization, qualifications) who will design/modify the training curriculum.
   6. Describe the process, including the timeline, which will be used to design/modify the training curriculum. Describe how you will engage other stakeholders in the process and describe the types of stakeholders you intend to engage. Please be sure to specify the date by which you plan to have finalized the curriculum and will plan to deliver the training to CHW Supervisors.
4. Please describe your planned strategy for recruiting CHW Supervisors from eligible MassHealth primary care and behavioral health provider entities in accordance with EOHHS’ eligibility requirements stated in Section One: E. (Please note that EOHHS will assist with promoting the program to MassHealth ACOs and CPs).
5. Please explain the approach you will use to ensure this training is delivered in multiple geographical locations across Massachusetts. In which cities/towns do you anticipate delivering training? Will you sub-contract or partner with other training providers or trainers? How will you secure additional training space?
6. List the names of the individuals who will provide training. For each individual, provide a brief summary of their qualifications, including whether they have had CHW supervisory experience. If you have not yet identified trainers or coaches, please describe your plans, including the timeline, for recruiting trainers and what experience/qualifications you will be seeking.

Attachment 3: Budget Form Instructions

**General Instructions:** The proposed budget must be submitted using the following attachments provided in MS Excel file format:

1. Budget Summary Form (Part 3a)
2. Curriculum Design Budget Narrative Form (Part 3b)

***Budget Form (Part 3a):*** serves as a cover sheet to the Curriculum Design Budget Narrative. While it is formatted with formulas, please check all amounts for accuracy prior to submission.

**Curriculum Design Budget Narrative Form** ***(Part3b):*** outlines all of the costs associated with the design of the new or modification of the existing curriculum. Do not include any training delivery expenses on this budget. Forthe curriculum design phase, payments will be paid in two parts; one payment prior to the start of design activities and the second upon the submission of the final approved curriculum. Details will be negotiated in contract development. Training providers must submit a detailed budget narrative to justify how funds will be spent to design the curriculum in their application.

Each line item amount should have clear and sufficient cost rationale. Applicants must complete the following columns for each line item for which they are requesting funds.

* ***Actual Cost (AC) or Cost Allocation (CA):*** Please identify whether these expenses will be charged based upon actual costs or a cost allocation plan.

Please note: Applicants awarded funding will be required to provide a copy of their cost allocation plan during contract negotiations. If the cost allocation plan does not include sufficient detail or is updated on a monthly or ongoing basis, this updated information must be included along with other required backup during specified monthly invoices. Any changes to this plan must be submitted to Commonwealth Corporation for the duration of the grant.

* ***Description of use of funds:*** Please include a description to explain how funds will be used.
* ***Calculations:*** To reduce calculation errors, please use these two columns to include the rate and unit of measurement used to calculate each line item. Instructions for specific line items are included below in the Category Instructions. Applicants may include additional detail in the ***description of use of funds*** column to explain any expenses that do not conform to the standard unit of measurement @ rate calculation format.

Please follow the Category Instructions below for completing the Curriculum Design Budget Narrative Form and remember to *check all amounts* for accuracy prior to submission.

**Category Instructions**:

**A. Salary & Fringe**

Salary: This category is for project costs related to staff that will be performing project-related functions and will be on the payroll of the applicant only.

The budget should include:

* each staff person (name, if known and job title) on a separate line
* actual rates of pay each staff person will receive for compensation in the column labeled “Rate/hour”
* the quantity of hours each staff person will work on this grant in the column labeled “hours”

Fringe: This line item is for fringe benefits for internal staff. The budget should include the percentage used to calculate the actual budgeted dollar amount. The budget should also include details about the benefits included in rate and the rate associated with each benefit.

**B.** **Other Program Costs**

Travel:This category is forlead applicantstaff travel required to achieve the project goals. The budget should include a description indicating the need for the proposed travel, destinations, and mode of travel. The budget should include the mileage rate in the column labeled “rate” and the total number of miles in the column labeled “unit.” Mileage will not be reimbursed beyond the current federally approved rates.

Space Rental**:** This category is for space rental related to project activity. If funds will be allocated on a cost allocation basis, the average monthly cost should be included in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis the actual monthly cost of rent should be included in the column labeled “rate” and the duration of your grant in the column labeled “unit.”

Telephone & Communications**:** This category is for telephone and other communication costs related to project activity. If funds will be allocated on a cost allocation basis, the average monthly cost should be included in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis the budget should include the actual monthly cost of telephone & communications in the column labeled “rate” and the duration of your grant in the column labeled “unit.”

Equipment Rental & Lease**:** This category is for rental or lease of office equipment necessary for implementation of the project. The budget should include a list of items to be leased. If funds will be allocated on a cost allocation basis, the average monthly cost should be included in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis include the actual monthly cost of equipment rentals in the column labeled “rate” and the duration of your grant in the column labeled “unit.”

Equipment Purchase**:** This category is for equipment purchases. The budget should include a list of items to be purchased. The budget should include the cost of the item in the column labeled “rate” and the total number of units that will be purchased in the column labeled “unit.”

Postage & Mailings**:** This category is for postage and mailing related to project activity. The budget should include a description of the use of these funds. If funds will be allocated on a cost allocation basis, the budget should include an average monthly cost in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis over the duration of the grant, the budget should include the total cost of postage in the column labeled “rate” and fill in a number “1” in the column labeled “unit.”

Publication/Print/Copying**:** This category is for publication, printing and copying related to project activity. The budget should include a description of the use of these funds. If funds will be allocated on a cost allocation basis, include an average monthly cost in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be allocated on an actual cost basis over the duration of the grant, include the total cost of publication, printing and copying in the column labeled “rate” and fill in a number “1” in the column labeled “unit.”

Meeting Expenses**:** This category is for meeting expenses related to project activity. The budget should include a description of the use of these funds. The budget should include a meeting cost rate in the column labeled “rate” and the total number of meetings that will be held over the duration of your grant in the column labeled “unit.”

Office Supplies & Materials**:** This category is for office supplies related to project activity. The budget should include a description of use of these funds. If funds will be allocated on a cost allocation basis, the budget should include an average monthly cost in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis over the duration of the grant, the budget should include the total cost of office supplies & materials in the column labeled “rate” and fill in a number “1” in the column labeled “unit.”

Marketing & Advertising**:** This category is for marketing and advertising related to project activity.

The budget should include a description of use of these funds. The budget should include the cost of the advertisement in the column labeled “rate” and the number of times you plan to run the advertisement in the column labeled “unit.”

Training Materials**:** This category is for expenses related to the purchase of training materials related to project activity. The budget should include a description of the training materials. The budget should include the cost per unit of the training materials in the column labeled “rate” and the cost per unit in the column labeled “unit.”

**C. Contracted Services**

Contractors: This category is for project costs related to contracted services provided to the grantee on a contract basis by individuals, organizations or companies that are subcontractors or consultants to the grantee. This should include any curriculum design contractors or training providers who are not directly employed by the lead grantee organization.

If the cost of the course is negotiated at an hourly rate, the budget should include the hourly rate in the column labeled “rate” and the total number of instructional and preparation hours in the column labeled “unit.” If the cost of the course is negotiated at a course based rate, the budget should include the total cost of the course in the column labeled “unit” and the number of times the course will be offered in the column labeled “rate.” If rates vary by course, each course should be listed in a separate row. At a minimum, each training provider should be listed on a separate line.

**D. Indirect Costs** This category is for indirect costs. Indirect costs are costs incurred for common or joint objectives that are not easily identifiable to a single grant and benefit multiple programs. Grantees must apply indirect costs through the use of an approved indirect cost rate or an approved cost allocation plan. A copy of the cost allocation plan must be supplied during contract negotiations. Any changes to this plan must be submitted to Commonwealth Corporation for the duration of the grant.

Attachment 4: Model Contract

**Original Grant Award / Contract**

**Commonwealth Corporation**

|  |  |
| --- | --- |
| **Contractor/Grantee:** | **Funding Agency:**  Commonwealth Corporation  2 Oliver Street, 5th Floor  Boston, MA 02109 |
| **Project Name: Sector Regional Strategies (SRS) – Delivery System Reform Incentive Payment (DSRIP) Program** | |
| This Agreement:Creates ExtendsReducesDoes Not Change  thePeriod of Performance**,** which is: **START: November 1, 2018 END: December 31, 2019** | |
| This Agreement:Incurs IncreasesDecreasesDoes Not Change  Commonwealth Corporation’s maximum total obligation under this Contract of:  **Eighty Five Thousand Dollars ($85,000.00)** | |
| Funds made available in this Agreement shall be used for the purposes and functions set forth in approved Statement of Work/Budget that is hereby incorporated by reference as Attachment A and made part of this Agreement. | |
| **IN WITNESS WHEREOF:** The Contractor and the Funding Agency have entered into this Contract as of the 1st day of November 2018 and do hereby recognize and agree as to the terms and conditions hereinafter continued and made a part hereof in pages 1 through 9 and Attachment A following:  **FOR THE CONTRACTOR:** **FOR COMMONWEALTH CORPORATION:**  Signature Signature  Hans van der Lee, Vice President of Finance   & Administration  Printed Name and Title Printed Name and Title    Date Date  **The signatories representing the parties hereto certify and warrant under the pains and penalties of perjury that they have the requisite authority, and have been properly authorized, to enter into this Agreement, and carry out their respective obligations and responsibilities hereunder.** | |

**Commonwealth Corporation**

**Standard Terms and Conditions for Fiscal Year 2018 Grant Awards**

1. **President's Representatives.** The President of COMMCORP shall have the legal authority to commit COMMCORP to the expenditure of funds in connection with this Contract or accomplish any Contract changes. The COMMCORP President may designate employees to act as his/her authorized representatives for certain specific purposes.

**2. Political Activities, Lobbying Prohibition & Anti-Boycott Warranty.** The Contractor may not use any Contract funds and none of the services to be provided by the Contractor may be used for any political activity or to further the election or defeat of any candidate for public office. Pursuant to Executive Order 130, or as amended, neither the Contractor nor any affiliated company of the Contractor shall participate in or cooperate with any international boycott, as defined in §999(b)(3) and (4) of the Internal Revenue Code of 1954, or as amended; nor shall engage in conduct declared to be unlawful by M.G.L. ch.151E §2 (which prohibits discrimination agreements with foreign contractors). As used herein, an affiliated company shall be any business entity of which at least 51% of the ownership interests are directly or indirectly owned by the Contractor or by a person or persons, or a business entity or entities, which owns at least 51% of the ownership interest of the Contractor or any business entity which directly or indirectly owns 51% ownership interest in the Contractor.

**3. No Sub-grants to Excluded Parties**. If this grant contract awards any federal funds, grantee assures that it will not enter into a grant, sub-grant, contract or subcontract in excess of $100,000 related to the training to be provided with any individual, person, or organization that has been listed by the General Services Administration on the Excluded Parties List System (**https://www.epls.gov/parties**) indicating that they are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits. Grantee agrees to include this assurance in subcontracts or sub-grants, if any, that are awarded using funds issued under this COMMCORP grant agreement.

**4. Certification Regarding Debarment.** The Contractor certifies, by execution of this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

**5.** **Sectarian Activity Prohibited**. All grantees that receive COMMCORP funding, whether the funds is state, federal, or private, including organizations with religious character or affiliations, are prohibited from using COMMCORP resources to support inherently religious activities,, such as worship, religious instruction, or proselytization. If the organization engages in such activities, it must offer them separately, in time or location, from the programs or services funded with COMMCORP assistance, and participation must be voluntary for the beneficiaries of the COMMCORP-funded programs or services.

Participants in a program funded by this grant / contract agreement will not be employed in the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship. Program funds may be used for maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship if the organization operating the facility is part of a program or activity providing services to program participants.

**6. Health and Safety**. Appropriate standards for health and safety in work and training situations will be maintained. All training and/or instruction provided to participants under this agreement will take place in an environment where appropriate standards for health, safety and comfort are maintained. Participants in on-the-job training are subject to the same health and safety standards established under State and Federal law which are applicable to similarly employed employees, of the same employer, who are not participants in programs under this Agreement. Facilities will be adequately heated and ventilated; with adequate toilet, rest and lunch areas; easy access to potable water; and separate and clearly delineated non-smoking areas.

**7. Child Labor.** No participant under 18 years of age will be employed in any occupation which the U.S. Secretary of Labor has found to be particularly hazardous for persons between 16 and 18 years of age (a list of such occupations is published at **http://www.dol.gov/dol/allcfr/Title\_29/Part\_570 /Subpart\_E.htm**). Any eligible trainees under 16 years of age will be employed only in accordance with limitations imposed by 29 CFR Part 1500, Subpart C.

**8. Nepotism**. No Contractor will hire a person in any position funded under this Agreement if the individual or a member of his/her immediate family is employed in the administrative capacity of the Contractor or COMMCORP. The Contractor agrees to inform COMMCORP’s President of any potential violation of the nepotism restriction.

**9.** **Unionization and Anti-Unionization**. No funds shall in any way be used to either promote or oppose unionization. No participants may be placed into or remain working in any position that is affected by labor disputes involving a work stoppage. Where such an employment activity would violate a collective bargaining agreement, authorized individuals of the appropriate labor organization and employer shall provide written concurrence before the employment activity is undertaken. Nothing in this section shall prevent an employer from checking off union dues or service fees pursuant to applicable collective bargaining agreements or state law.

**10.** **Funding and Fiscal Year Appropriation.** Appropriations for expenditures by COMMCORP and authorizations to spend for particular purposes are made on a fiscal year basis. The fiscal year of COMMCORP is the twelve-month period ending June 30 of each year. The obligation of COMMCORP under this Contract or for any subsequent fiscal year following the fiscal year in which this Contract is executed is subject to the appropriation to COMMCORP of funds sufficient to discharge COMMCORP's obligation accruing in that fiscal year or subsequent fiscal year, and to the authorization to spend such funds for the purposes of this Contract. In the absence of such appropriation or authorization, this Contract shall be terminated immediately without liability for damages, penalties or other charges arising from early termination.

**11. Use of Funds, Cost Limitations & Expenditure Requirements.** Funds shall be used for those costs that are applicable to this Agreement and consistent with the approved budget. Contractor is limited to actual expenditures, which may be less than the maximum grant obligation. Funds shall not be used for the Contractor's general administration except those expenses applicable to the administration of this Contract. No program funds shall be obligated for payment of costs incurred for the program prior to the effective date of this Agreement or costs requiring specific COMMCORP approval until the Contractor is advised by COMMCORP in writing that there is no objection to so proceeding. The Contractor agrees to refund to COMMCORP any payment or portions of payment COMMCORP determines were not properly due to the Contractor under the terms and conditions of this Agreement.

Revenues earned by a governmental or private non-profit contractor that are in excess of the actual costs incurred in providing services shall be treated as program income. As such, the Contractor may retain any program income earned by the Contractor only if such income is added to the funds committed to the contract under which it was earned, that such income is used for contract purposes and under the terms and conditions applicable to the use of the grant funds, and such income is reported to COMMCORP. COMMCORP shall not be obligated to reimburse the Contractor for costs incurred in excess of the approved costs, and the Contractor shall not be obligated to incur expenses in excess of the approved costs.

**12.** **Compliance with Human & Social Services Contracting Provisions**. The Contractor will comply with all applicable Federal, State, County and local, statutes, laws, and regulations, and with COMMCORP policies including:

**(a) Board of Directors Standards**. If grantee is a non-profit organization, the Contractor shall comply with the principles in the Massachusetts Attorney General’s “Guide for Board Members of Charitable Organizations” and with the standards for boards contained in the American Institute of Certified Public Accountants (AICPA)’s statements on auditing standards, as may be amended from time to time. Further, If grantee is a non-profit organization, the Contractor also specifically agrees that: (i) members of the Contractor’s management and immediate family (as defined in the AICPA’s Financial Accounting Standards Board Statement number 57) will not comprise more than 30% of the voting members of the Contractor’s board or any of the board’s committees or subcommittees; and, (ii) the Contractor’s Board of Directors will approve the selection of the Contractor’s audit firm, will annually review its executive director’s or other more senior manager’s performance and set that person’s compensation by formal vote, and will meet as frequently as necessary to fulfill the Contractor’s obligations under this section. Where the board meets fewer than two times during its fiscal year, the Contractor shall submit a description of its board structure and the dates of each board and subcommittee meeting with its Uniform Financial Statements and Independent Auditor’s Report (UFR).

**(b) Annual Financial Reporting Requirements.** Any nonprofit Contractor that expends more than $500,000 in federal funds during a single fiscal year shall have a single or program-specific audit conducted for that year in accordance with Office of Management and Budget (OMB) Circular A-133. Where applicable, nonprofit Contractors shall submit to COMMCORP a copy of its independent audit no later than 30 days after the audit of a program funded under this Contract is complete, but not later than 9 months after the end of the program.

**(c) Publications.** The Contractor shall not disseminate, reproduce, display or publish any report, map, information, data or other materials or documents expressly required or produced in whole or in part pursuant to a Contract, nor shall any such materials or documents be the subject of an application for patent or copyright by or on behalf of the Contractor, without the prior written consent of COMMCORP. If the Contractor prepares, publishes or distributes any publication describing any services or programs the cost of which are funded at least in part by a Contract, then any such publication shall, unless COMMCORP directs otherwise, contain a prominently displayed statement to that effect.

**(d) Additional Provisions Applicable to Contractors Receiving Federal Funds**. If the Contractor receives federal funds from the Commonwealth through this Contract, then, in accordance with OMB Circular A-110 or successor provision, it further agrees to the following: (i) Equal Employment Opportunity: All contracts entered into by the Contractor shall contain a provision requiring compliance with federal Executive Order 11246, as amended by Executive Order 11375, and as supplemented by regulations at 41 CFR part 60; (ii) Contract Work Hours and Safety Act: If the Contractor employs mechanics or laborers to fulfill its contractual obligations, it will comply with sections 102 and 107 of 40 USC 327-333, as supplemented by 29 CFR part 5.; (iii) Clean Air Act and the Federal Water Pollution Control Act: If the Contractor receives more than $100,000 in federal funds the Contractor agrees to comply with any applicable standards, order, or regulations issued pursuant to 42 USC 7401 et seq. and 33 USC 1251 et seq.; and (iv) Byrd Anti-Lobbying Amendment: If a Contractor receives $100,000 or more of federal funds through a Contract, by signing that Contract it certifies it has not and will not use federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 USC 1352. A Contractor shall disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award.

No provision of this Agreement is intended to relieve the Contractor from the responsibility and liability for complying with applicable laws, regulations, and policies.

**13. Corrective Action.** If a contractor's performance is found not to comply with program performance as outlined in the terms and conditions of this Contract, the Contractor will be required to implement corrective action. Corrective action may be required of the Contractor under, but not limited to, the following circumstances: The Contractor has failed to deliver services or products in the Contract; the Contractor failed to deliver these services or products according to the Contract schedule; or that the Contractor has failed to deliver at the quality and outcomes called for in the Contract.

**14.** **Sanctions**. COMMCORP shall reserve the right to place sanctions on the Contractor for deficiencies concerning program performance or for noncompliance with the terms and conditions of this Agreement or the stated policies of COMMCORP. Wherever feasible, COMMCORP shall give the Contractor an opportunity to prepare and carry out a corrective action plan. However, COMMCORP's failure to provide the Contractor with an opportunity for corrective action shall not prevent COMMCORP from imposing sanctions. Such sanctions may include only: termination or reduction of contract funding; withholding of payment; debarment of particular contractor(s) or sub-contractor(s) from receiving a COMMCORP grant or contract); repayment of funds for violations of laws and regulations.

**15. Terminations.** This Contract shall terminate as specified above, unless terminated as follows:

**(a) "Without Cause"** -- Either party may terminate this Contract, without cause and without penalty, by giving written notice to the other party at least thirty (30) calendar days prior to the effective date of termination as stated in the notice, or such other period as is mutually agreed in advance by the parties.

**(b) "For Cause"** - If the Contractor fails to perform under this Contract, or fails to make sufficient progress so as to endanger Contract performance, or fails in any way to comply with the terms and conditions of this Contract, COMMCORP may terminate this Contract, in whole or in part, by giving written notice to the Contractor at least ten (10) calendar days before the effective date of termination stated in the notice. The notice shall state the reason(s) for termination and will state a reasonable period, not less than (10) calendar days, during which the reason(s) for termination must be remedied, subject to the approval of COMMCORP. COMMCORP reserves the right to terminate this Contract immediately in the event of the Contractor’s criminal indictment, participation in fraudulent activities or in the event the Contractor files for bankruptcy.

**(c) “Emergency”** - COMMCORP may terminate or suspend this Contract by providing written notice to the Contractor stating the grounds for COMMCORP's action, in the form of a hand carried letter, facsimile transmission or other appropriate written means, if COMMCORP determines that immediate action is necessary to protect state and/or federal funds or property or to protect individuals from injury. Such termination or suspension action shall be effective upon receipt by the Contractor of notice of either suspension or termination. In the case of a suspension under this paragraph, the notice of suspension shall be accompanied by instructions from COMMCORP specifying requisite action(s) by the Contractor to remove the suspension, a proposed timetable for meeting those requirements and a description of the allowable activities and costs, if any, during the suspension period. Failure by the Contractor to remedy any identified deficiencies according to the timetable prescribed by COMMCORP shall be cause for immediate termination.

**(d) “Availability of Funds” -** This Agreement is contingent upon the receipt of funds and continued authorization for program activities. In the event that such funds become unavailable for any reason or authorization for program activities is withdrawn or otherwise modified, COMMCORP has the unilateral right and absolute discretion to modify or terminate this Agreement at any time.

**(e)** “**Force Majeure”** - Neither party shall be liable to the other nor be deemed to be in breach of this Contract for failure or delay in rendering performance arising out of causes factually beyond its control and without its fault or negligence. Such causes may include, but are not limited to: Acts of God or the public enemy, wars, fires, floods, epidemics, quarantine restrictions, strikes, unforeseen freight embargoes or unusually severe weather. Dates or times of performance shall be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of this delay. It is agreed that since the performance dates of this Contract are of the essence and important to the implementation of essential COMMCORP work, continued failure to perform for periods aggregating forty five (45) or more calendar days during the contract performance period, even for causes beyond the control of the Contractor, shall afford COMMCORP the right to terminate this Contract without termination costs or penalties.

**16.** **Obligation in Event of Termination or Completion of Contract**. In the event of any termination, the Contractor shall not be relieved of liability to COMMCORP for injury or damages sustained by COMMCORP by virtue of any breach of this Contract by the Contractor. COMMCORP shall promptly pay Contractor for all services performed to the effective date of termination provided Contractor is not in default of the terms of this Contract and submits to COMMCORP a properly completed invoice, with supporting documentation covering such services, no later than thirty (30) days after the effective date of termination. In the event of termination pursuant to Section 15 (b), COMMCORP will withhold any payments to the Contractor for the purpose of offset until such time as the exact amount of damages due to COMMCORP from the Contractor is determined. Upon termination, all documents, finished or unfinished, data, studies and reports prepared by Contractor pursuant to this Contract shall become the property of COMMCORP.

All Final Invoices must be marked as “Final” and submitted for payment no later than thirty (30) days from the completion date of this Agreement. No invoices will be honored if received thirty (30) days or more after the completion date of this Contract.

**17. Indemnification.** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the Commonwealth of Massachusetts and COMMCORP, including its agents, officers and employees against any and all liability and damages the Commonwealth and COMMCORP may sustain or incur in connection with the performance of this Contract by reason of acts, inaction, omissions, negligence or reckless or intentional conduct of the Contractor, its agent(s), officers, employees or subcontractors; provided that the Contractor is notified by the Commonwealth and COMMCORP of any claim within a reasonable time after the Commonwealth and COMMCORP become aware of it, and the Contractor is afforded an opportunity to participate in the defense of such claim and any negotiated settlement agreement or final judgment.

**18. Workers Compensation and Other Insurance.** The Contractor shall procure and thereafter maintain Workers Compensation, employer's liability, comprehensive general liability (bodily injury), and comprehensive automobile liability (bodily injury and property damage) insurance, with respect to insurance, under this Contract. Instead of Worker's Compensation insurance, the Contractor may, with the written approval of the President of COMMCORP, maintain a self-insurance program. All required insurance shall be for amounts and in such form as the President may require or approve. Such insurance shall be fully funded by the Contractor. The Contractor shall be reimbursed for that portion allowable to the Contract for the reasonable cost of insurance as required or approved pursuant to the provisions of this clause. Upon written request, Contractor will submit to COMMCORP Certificates of Insurance for the above mentioned areas.

**19. Advertising**. All materials, public relations, or publicity related to this program including, but not limited to, press releases, newspaper articles, pamphlets and fliers, or public events must refer to COMMCORP as funding sources. Such materials shall clearly state the percentage of the total costs of the program or project which will be financed with program money; the dollar amount of the funds for the project or program; and the percentage and dollar amount of the total cost of the project or program that will be financed by non-governmental sources. Copies of materials intended for public consumption are to be sent to COMMCORP.

**20. Accounting Recordkeeping.** The Contractor shall maintain its own accounting system which, at a minimum, must include Books of Original Entry, a General Ledger or other mechanism for summarizing the result of transactions, and all supporting documentation in accordance with Generally Accepted Accounting Principles (GAAP). The Contractor shall adequately safeguard funds to ensure that they are used for the purposes authorized. Necessary accounting records must be maintained to document the proper use of these funds for the intended purposes and to identify individual contract cash balances.

**21. Records, Record Retention**. The Contractor will keep full and detailed accounts and records as may be necessary for proper financial management under this Contract. If this grant / contract includes the award of federal funds, the Contractor shall comply with any programmatic and fiscal recordkeeping and reporting requirements identified in 29 CFR part 97, including format, contents, details and submission requirements

**22. Examination of Records**. The Contractor agrees that the President of COMMCORP, shall, until the expiration of the retention period under this Contract, have access to and the right to examine and copy, at reasonable times and upon reasonable notice, any directly pertinent books, documents, papers, and records of the Contractor involving transactions related to the Contract; the right to interview employees of the Contractor with respect to transactions related to this Contract; and the right to enter onto the premises of the Contractor at all reasonable times in order to have access to such books, documents, papers, records and employees. The Contractor further agrees to include in all its subcontracts hereunder a provision to the effect that the subcontractor agrees that COMMCORP, its funding sources and any of their duly authorized representatives shall, until the expiration of the retention period under the subcontract, have access to and the right to examine any directly pertinent books, documents, papers, and records of such subcontractor involving transactions related to the subcontract.

The Contractor further agrees that if the funds awarded by this grant agreement are sourced to appropriations of the Commonwealth of Massachusetts, then the right of access described in the previous paragraph extends to the Governor and the State Auditor or any of their duly authorized representatives. If the funds awarded by this grant agreement are sourced to any specific executive agency of the Commonwealth, then the right of access includes the commissioner or secretary of that agency.

Without limiting COMMCORP's other legal remedies, in the event that the Contractor fails to comply with this provision, the parties agree that COMMCORP may obtain specific performance of the clause through the courts.

**23.** **Monitoring Access**. At any time during the term of this Agreement, Contractor shall permit the President of COMMCORP, or his designated representatives to conduct on site evaluations and monitor program performance to ensure compliance with the terms of this Agreement. At any time during Contractor’s normal business hours, upon reasonable advanced notice, and as frequently as deemed necessary, there shall be made available, for examination and audit, all contracts, invoices, payroll records, general ledger and supporting accounting records, personnel files, attendance records and any other data relating to all matters covered by this Agreement. Monitoring visits may include examination of participant case files, observation of program activities and interviews with staff and participants. Records may be copied at a reasonable expense, if necessary.

The Contractor further agrees that if the funds awarded by this grant agreement are sourced to appropriations of the Commonwealth of Massachusetts, then the right to conduct site evaluations and monitoring performance described in the previous paragraph extends to the Governor and the State Auditor or any of their duly authorized representatives. If the funds awarded by this grant agreement are sourced to any specific executive agency of the Commonwealth, then the right of access includes the commissioner or secretary of that agency.

**24. Non-Assignability**. This agreement is between COMMCORP and the Contractor. The Contractor may not assign or otherwise transfer total liability, responsibility, obligation, duty or interest under this Contract. All monetary recompense for Contracted services shall be paid by COMMCORP as outlined in the Budget and invoicing instructions subject to the Contractor’s compliance with appropriate cost limitations and expenditure requirements. The Contractor will not charge participants for books, tools, supplies, fees, or any other cost associated with this training program. All costs are included in the Contract total. The Contract total represents the maximum total costs that may be incurred under this agreement.

**25. Subcontracts**. Pursuant to this Contract, the Contractor may not subcontract any of the services to be provided or delegate in part or, with respect to Contract funded Programs delegate in whole to any organization, association, individual, corporation, partnership or other such entity without the prior written consent of COMMCORP. The Contractor shall give COMMCORP immediate notice of any claim made against the Contractor by any subcontractor or vendor which, in the opinion of the Contractor, may result in litigation related in any way to this Contract, with respect to which the Contractor may be entitled to reimbursement from COMMCORP. The consent, approval, or ratification of a subcontract or any terms thereof shall not put COMMCORP in contractual agreement privately with the subcontractor; shall not, unless otherwise stated, constitute an endorsement or approval of any provision of the subcontract; and shall not relieve the Contractor of its responsibility for the performance and provision of services or its obligation, duty or interest under this Contract. Contractor shall not subcontract with nor delegate to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 “Debarment and Suspension”

**26.** **Utilization of Minority or Women-Owned Business Enterprises**. It is the policy of the government that minority or women-owned business enterprises shall have the maximum practicable opportunity to participate in the performance of government contracts. The Contractor agrees to use its best efforts to carry out the policy in the award of subcontracts to the fullest extent consistent with the efficient performance of this Contract.

**27. Grievance Procedure Policy**. The Contractor shall continue to operate or shall establish and maintain, for participants in programs funded through this agreement, a grievance or complaint procedure relating to the terms and conditions of employment or program participation. Any Contractor who does not have a grievance procedure may use COMMCORP’s procedure by submitting a letter requesting inclusion in COMMCORP's Grievance Procedure.

Contractors must inform participants of the grievance or complaint procedure they are to follow. The Contractor’s procedures must provide, upon request by the complainant, a review of the Contractor's decision by the Commonwealth Corporation or its designee and by the Governor or his/her designee, if necessary.

**(a)** The Contractor agrees to implement and maintain an Equal Employment Opportunity Program and a related Affirmative Action Plan. Such a program shall include (but is not limited to):

1. Formulation and maintenance of a grievance resolution system for participants and staff.

2. Notification to all participants and staff, in writing, at enrollment or hire, of the Program's Grievance Resolution System, as well as the EEO and Affirmative Action compliance and other related activities.

3. Designation of staff within the Contractor as responsible for EEO and Affirmative Action compliance and other related activities.

**(b)** Any Contractor that does not maintain an Equal Employment Opportunity Program and a related Affirmative Action Plan agrees to fully participate in the Equal Employment and Affirmative Action Programs and activities established by COMMCORP, including procedures to be established for monitoring EEO/AA activities.

**(c)** This grievance procedure shall be used in all protests, disputes and claims causes in reference to this Agreement.

**28. Disputes**

**(a)** Except as otherwise provided in this Contract, any dispute concerning a question of fact arising under this Contract which is not disposed of by agreement shall be decided by thePresident of COMMCORP, or the duly authorized representative, who shall present a decision in writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the President of COMMCORP, or the duly authorized representative, shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to thePresident of COMMCORP, or the duly authorized representative, a written appeal addressed to the funding agency. The decision of the funding agency or its duly authorized representatives for the determination of such appeals shall be final and conclusive unless determined by the court of competent jurisdiction to have been fraudulent or capricious or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed efficiently with the performance of this Contract and in accordance with the decision of the President of COMMCORP, or the duly authorized representative.

**(b)** This "Dispute" clause does not preclude consideration of law questions in connection with decisions provided for in paragraph (a) above, provided that nothing in this Contract shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

**29. Conflicts of Interest/Code of Conduct**. No officer, member or employee of the Contractor shall cast a vote on, or participate in, any decision making capacity (including discussions to which all proposers are not afforded equal opportunity) on the provision of services by such officer, member or employee (or any organization which that officer, member or employee directly represents), or on any matter which would provide any direct financial benefit to that officer, member or employee, or a member of their immediate family. The Contractor warrants that it has not employed or retained any company or person other than a bona fide employee working solely for the Contractor to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this Contract. No officer, member, or employee of COMMCORP and no member of its governing body who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this project shall (a) participate in any decision relating to this agreement which affects his/her personal interest in any corporation, partnership or association in which he/she is, directly or indirectly, interested; or (b) have any interest, direct or indirect, in this agreement or the proceeds hereof.

**30. Intellectual Property Rights, Ownership of Materials**. All reports, data, and material prepared by the Contractor under its agreement or furnished to the Contractor by COMMCORP, its representatives, or otherwise obtained or prepared under the terms of this agreement, shall remain the property of COMMCORP.Upon the termination of this Contract, the originals of all finished and unfinished, documents, data, studies, reports, manuals, materials or other "deliverable", identified in the approved plan or work statement, prepared or delivered by the Contractor specifically pursuant to this Contract, or paid for with Contract funds, shall become the property of COMMCORP, and the Commonwealth shall have title and own the copyright in such "deliverable". The Contractor shall have a royalty-free non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use these "deliverables" whether published or unpublished, unless such use is restricted in this Contract. The Contractor shall not make any application for patent or copyright of any "deliverable" without the prior written consent of COMMCORP. ***Unless other procedures are specified by the parties in this Contract, the Contractor shall not make any press statement or issue any material for publication, derived from the "deliverable" under this Contract without the prior written approval of COMMCORP.*** The originals of finished and unfinished documents, data, studies, reports, manuals, materials or programs provided by the Contractor which are *no****t*** copyrightable by COMMCORP or which are already owned or copyrighted by the Contractor shall be specifically identified as a "non-deliverable" in this Contract. COMMCORP shall have a royalty-free non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use any "non-deliverable” identified in this Contract, unless restrictions on such use are specified.

**31**. **Property**. No funds may be expended for the acquisition of real property without the prior written consent of COMMCORP. Real property means land and fixtures, excluding movable machinery and equipment. The Contractor shall keep an adequate inventory of any and all equipment, supplies and materials purchased with funds pursuant to the approved budget. The Contractor shall follow applicable State regulations and COMMCORP Policy F-35 as amended regarding the disposition of property at the end of the contract period, unless the Contractor receives different instructions in writing from the Commonwealth Corporation.

**32.** **Rental and Leasing Of Premises**. All rental and leasing of premises must be reasonable, necessary, and properly procured.

**33. Pell Grants**. This contract provision applies in situations where programs funded by this grant agreement involve postsecondary training. Contractor shall be responsible for ensuring the filing of applications for Pell Grant or Supplemental Education Opportunity Grant (SEOG) assistance or any other assistance available for each Participant enrolled in a Pell Grant or SEOG approved course. The Contractor shall reduce the amount due to the Contractor from COMMCORP, or remit to COMMCORP the portion of the Pell Grant to be applied to the cost of tuition, fees and books, if received after the termination of this Contract. Notwithstanding any provision of this Agreement to the contrary, no compensation shall be earned or deemed payable for services provided for under this Agreement to the extent that any such services are paid for, directly or indirectly, through a Pell Grant (or Supplemental Education Opportunity Grant (SEOG)) or by any other source. The Contractor shall take sufficient actions to assure that services paid for through such grants are not paid for under this Agreement (including the reduction of invoices to the extent of such grant payments, the return of any funds paid hereunder for services paid for through such grants, and any other actions as may be required by COMMCORP).

**34. Modifications**. The President of COMMCORP, or the duly authorized representative, will at any time, by written order, and without notice to the sureties, make changes within the general scope of this Contract. If any such changes cause an increase or decrease in the cost of, or time required for performance of any part of the work under this Contract, whether changed or not by any such order, an equitable adjustment shall be made in the Contract price and related profit and shall be modified in writing accordingly. Any claim by the Contractor for adjustment under this clause must be asserted within 30 days from date of receipt by the Contractor of the notification of changes; provided, however, that the President decides that the facts justify such action, will receive and act upon any such claim asserted at any time prior to final payment under this Contract. All cost items subject to variation beyond the control of the Contractor shall be subject to re-negotiation between COMMCORP and the Contractor. Failure to agree to any adjustment shall be a dispute concerning a question of facts within the meaning of the clause of this Contract entitled "Disputes". However, nothing in this clause shall excuse the Contractor from proceeding with the Contract as changed. Both parties shall approve all Contract modifications in writing. Contract and modifications shall be accomplished on an authorized Contract Modification Sheet. In situations where cost increases are the direct result of legislation or collective bargaining agreements, this Contract may be modified to reflect those changes.

**35. Forum and Choice of Law**. Any actions arising out of this Contract shall be governed by the laws of the Commonwealth of Massachusetts, and shall be brought and maintained in a state or federal court within the Commonwealth, which shall have exclusive jurisdiction thereof.

**36. Waivers.** Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.

**37.** **Severability, Headings and Interpretation, Integration**. If any Article or provision of this Agreement is declared or found to be illegal, unenforceable, or void, then both COMMCORP and the Contractor shall be relieved of all obligations under that provision. The remainder of the Agreement shall be enforced to the fullest extent permitted by law. The headings used herein are for reference and convenience only and shall not be a factor in the interpretation of this Contract. This Agreement shall supersede all other oral negotiations and written agreements relating to the performance of this Contract, including contracts provided by the Contractor.

**38. Certification Regarding Privacy of Data and Information Security.** The Contractor shall maintain the confidentiality of any information regarding trainees, project participants and their immediate families that may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Without the permission of the trainees or participants, such information shall be divulged only as necessary to COMMCORP, for purposes related to the performance or evaluation of the Contract, and to persons having responsibilities under the Contract.

Grants awarded by Commonwealth Corporation may represent funds derived from an executive agency of the Commonwealth of Massachusetts. Grantees and subgrantees may be required, as a condition of the program being funded, to collect, process, access, communicate, report, or manage personal data of clients, customers, applicants or participants. By signing this agreement, grantee is certifying that it understands the requirements of Executive Order 504, and further certify that it will protect the privacy and security of any and all personal information to the standard established in EO 504 and the security policies of the Commonwealth of Massachusetts Information Technology Division (www.mass.gov/ITD). A copy of EO 504 is accessible at:

**www.mass.gov/Agov3/docs/Executive%20Orders/executive\_order\_504.pdf**

Grantee/contractor shall, in connection with its performance under this grant agreement:

**(a)** obtain, read, review and comply with COMMCORP’s Information Security Policy (CC-ISP) and any pertinent security guidelines, standards and policies; and comply with all of the security policies issued by the Commonwealth of Massachusetts;

**(b)** communicate to and ensure compliance by all grantees employees, contractors, sub-grantees and subcontractors the standards of practice and expectations contained in both the CC-ISP and the Commonwealth’s policies;

**(c)** implement and maintain all reasonable and appropriate security procedures and practices necessary to protect personal information related to clients, customers, applicants or participants that is in the grantee’s possession from unauthorized access, destruction, use, modification, disclosure, or loss;

**(d)** be responsible for the full or partial breach of any of these terms by its employees, contractors, or subcontractors during and after the term of this grant agreement;

**(e)** in the event of any unauthorized access, destruction, use, modification, disclosure, or loss of personal information, to (i) immediately notify COMMCORP if the grantee becomes aware of such unauthorized use; (ii) provide full cooperation and access to information necessary for COMMCORP to determine the scope of the unauthorized use; and (iii) provide full cooperation and access to information necessary for COMMCORP and grantee to notify individuals whose personal information was the subject of such unauthorized use.

The breach of any of these terms may be regarded by COMMCORP as a material breach of this grant agreement, such that COMMCORP may exercise any and all right and remedies, including without limitation, indemnification, withholding of payments, contract suspension, or termination.

**39. Certification Regarding Undocumented Workers. As described in Executive Order 481,** it is the policy of the Commonwealth of Massachusetts to prohibit the use of undocumented workers in connection with the performance of state contracts. For grant awards that include any Commonwealth funds (sourced to any appropriation of the Massachusetts General Court or awarded to COMMCORP through a contract with any agency of the executive branch of the Commonwealth), by signing this grant agreement the grantee certifies under penalty of perjury that it will not knowingly use undocumented workers in connection with grant performance. Pursuant to federal requirements, grantee shall verify the immigration status of all workers assigned to such grant performance. Grantee shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker. Grantee is responsible for ensuring that these requirements are followed by any partner, sub-grantee, or other organization that is funded using resources made available through this grant award. Breach of any of these terms during the period of grant performance may be regarded as a material breach, subjecting the grantee’s organization to sanctions, including monetary penalties, withholding of payments, grant suspension or termination.

Attachment A

# Statement of Work/Budget

Commonwealth Corporation

MassHealth Delivery System Reform Incentive Payment (DSRIP)

Community Health Worker Supervisor Training Grant

Statement of Work

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Contractor:** | | |  | |  | |
|  | **Lead Organization:** | «ACCOUNT\_NAME» | | | | |
|  | **Address:** | «ACCOUNT\_FULLBILLINGADDRESS» | | | | |
|  | **Employer ID:** | «ACCOUNT\_EIN» | | | | |
|  |  | | | |  | |
| **Terms of Agreement:** | | |  | |  | |
|  | **Begin date:** | «OPPORTUNITY\_BEGIN\_DATE» | | **End date:** | | «OPPORTUNITY\_END\_DATE» |
|  | **Contract Number:** | «OPPORTUNITY\_CONTRACT\_NUMBER» | | | | |
|  | **Award Amount:** | «OPPORTUNITY\_AMOUNT» | | | | |

1. **Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Commonwealth Corporation’s Program Managers – Contact Information | | | |
| *Name/Title* | *Address* | *Phone* | *Email* |
| Karen Shack,  Sr. Program Manager | 2 Oliver Street, 5th Floor, Boston, MA 02109 | 617-717-6930 | [kshack@commcorp.org](mailto:kshack@commcorp.org) |

|  |  |  |  |
| --- | --- | --- | --- |
| Contractor Contact Information | | | |
| Role | *Name/Title* | *Phone* | *Email* |
| Primary Contact | *«TABLESTART:REPORTDATA4»«First\_Name» «Last\_Name», «Title»«TABLEEND:REPORTDATA4»* | *«TABLESTART:REPORTDATA4»«Business\_Phone»«TABLEEND:REPORTDATA4»* | *«TABLESTART:REPORTDATA4»«Primary\_Email»«TABLEEND:REPORTDATA4»* |
| Authorized Signatory | *«TABLESTART:REPORTDATA1»«First\_Name» «Last\_Name», «Title»«TABLEEND:REPORTDATA1»* | *«TABLESTART:REPORTDATA1»«Business\_Phone»«TABLEEND:REPORTDATA1»* | *«TABLESTART:REPORTDATA1»«Primary\_Email»«TABLEEND:REPORTDATA1»* |
| Invoice Preparer | *«TABLESTART:REPORTDATA2»«First\_Name» «Last\_Name», «Title»«TABLEEND:REPORTDATA2»* | *«TABLESTART:REPORTDATA2»«Business\_Phone»«TABLEEND:REPORTDATA2»* | *«TABLESTART:REPORTDATA2»«Primary\_Email»«TABLEEND:REPORTDATA2»* |

1. **Background Information**

This contract is a result of a successful proposal submitted by the Contractor in response to the Community Health Worker Supervisor Training Grant Request for Proposals. The application submitted in August 2018 is incorporated by reference.

Commonwealth Corporation is administering the MassHealth Delivery System Reform Incentive Payment (DSRIP) Statewide Investment program focused on frontline and extended healthcare workforce development on behalf of the Commonwealth of Massachusetts Executive Office of Health and Human Services (EOHHS) Office of Medicaid (MassHealth). The Statewide Investments funding stream is one component of MassHealth’s $1.8 billion DSRIP program authorized under the Medicaid Section 1115 Waiver and comprises eight initiatives over the five-year DSRIP program. The workforce development program will support the MassHealth Accountable Care Organizations (ACOs), and Community Partners (CPs), by building and strengthening the state’s frontline and extended healthcare workforce, which is critical to their ability to improve health outcomes and reduce the total cost of care for MassHealth members.

The Community Health Worker Supervisor Training Program Grant aims to strengthen the community health worker (CHW) workforce and improve the effectiveness and retention of CHWs in MassHealth Accountable Care Organizations (ACOs) and Community Partners (CPs) by expanding capacity and access to training for supervisors of CHWs.

Commonwealth Corporation will:

1. In consultation with EOHHS and the Contractor, develop a process by which EOHHS confirms applicant eligibility for enrollment in EOHHS-funded Community Health Worker Supervisor training slots prior to registration.
2. In consultation with EOHHS and the Contractor, design a method to track applicant demand for Community Health Worker Supervisor training during the contract period that will be implemented by the Contractor.
3. In consultation with EOHHS and the Contractor design a post-Community Health Worker Supervisor training survey.
4. Review the Contractors enrollment and completion reporting on a quarterly basis.
5. Provide a quarterly and final report format to the Contractor.
6. Provide invoice format and in consultation with the Contractor and EOHHS establish an invoice and payment schedule; review invoices and make payments.
7. Review and approve Training Delivery budget, in consultation with EOHHS, upon completion of the Curriculum Design phase.

The Contractor will:

1. In consultation with EOHHS and Commonwealth Corporation, develop a process by which EOHHS confirms applicant eligibility for enrollment in EOHHS-funded Community Health Worker Supervisor training slots prior to the start of training.
2. In consultation with EOHHS and Commonwealth Corporation, design and implement a recruitment strategy to ensure eligible employers and their Community Health Worker Supervisor employees are aware of the Community Health Worker Supervisor training opportunity.
3. In consultation with EOHHS and Commonwealth Corporation, design and implement a method to track demand for Community Health Worker Supervisor training during the contract period.
4. Provide a schedule, budget, timeline and target location for the delivery of the MassHealth DSRIP-funded Community Health Worker Supervisor training slots upon the finalization of the curriculum design.
5. Plan, organize, and deliver Community Health Worker Supervisor training to 60 Community Health Worker Supervisors according to the approved schedule and timeline.
6. Submit reports to EOHHS and Commonwealth Corporation on a quarterly basis. Reporting form will be provided by Commonwealth Corporation and developed in collaboration with EOHHS. At minimum, reports will identify: 1) the number of enrollees in all Community Health Worker Supervisor trainings during the previous quarter; and 2) the job title and name of the employer organization for each enrollee.
7. Submit final report to EOHHS and Commonwealth Corporation by December 31, 2019. Reporting form will be provided by Commonwealth Corporation and developed in collaboration with EOHHS. This report will include reporting elements required in the quarterly report format, as well as request information to improve future funding practices.
8. Participate in the design of post-Community Health Worker Supervisor training surveys; data collected via surveys will be utilized for program evaluation and impact.
9. In consultation with EOHHS and Commonwealth Corporation, collect and report participant and employer related data for all DSRIP-funded participants, to be utilized for program evaluation and impact analysis.
10. Submit invoices in accordance with Section V.
11. **Definitions**

|  |  |
| --- | --- |
| Participant Eligibility | Grant funds may only be used to train CHW Supervisors employed at a MassHealth ACO or CP with a MassHealth-approved workforce development plan. In the event that there are open slots, CHW supervisors from all other entities in the state, exclusive of MassHealth ACOs and CPs without MassHealth-approved workforce development plans, are eligible to attend these trainings. If there are still open slots, CHW Supervisors from ACOs and CPs without MassHealth-approved workforce development plans are able to attend the training.  EOHHS will be responsible for confirming the eligibility of all prospective training program participants prior to finalizing their registration in the program. Further eligibility requirements for enrollment may be determined by EOHHS. |
| Enrollment | Participant who has completed a full application packet, been approved by EOHHS as an eligible participant (based on their employer’s status) and has been accepted by Contractor into the training cohort. |
| Projected Number of Enrollments | 60 |
| Completion | For reporting purposes a completion is defined as: A participant who has previously been approved as eligible by EOHHS for enrollment completes the full Community Health Workers Supervisor training course. |

1. **Deliverables**

Contractor agrees to design new or modify existing Community Health Worker Supervisor training and 2) deliver Community Health Worker Supervisor training to 60 individuals between November 1, 2018 and December 31, 2019.

All curricula designed with these funds must be made available to Commonwealth Corporation and EOHHS for sharing, replication, adaptation, and use by other organizations in order to further expand the capacity for offering high quality CHW supervisor training across the state. The training provider will be responsible for submitting the curriculum to Commonwealth Corporation and EOHHS for approval prior to training delivery. The curriculum must be provided in a format with sufficient detail for other training providers to deliver, replicate or adapt the course. The training provider will also submit interim versions of new curricula for review and feedback by Commonwealth Corporation and EOHHS prior to submitting the final version. If a training provider proposes to adapt existing curriculum using grant funds they will be required to provide the complete revised curriculum, including any course content that was previously developed, to Commonwealth Corporation to be available for dissemination at the discretion of EOHHS.

Commonwealth Corporation reserves the right to discontinue funding at any time if there is insufficient evidence that the program or a specific training within the program is not meeting the established goals, including enrollment, attendance and completion rates.

1. **Payment Terms and Schedule**

Forthe **curriculum design phase**, payments will be paid in two parts; one payment prior to the start of design activities and the second upon the submission of the final approved curriculum. During the training delivery phase, payments will be issued to the training provider prior to the start date of each cohort. These payments will be calculated by allocating an equal portion of the total cost of training delivery to each cohort. Payment will be contingent on submission of an approved invoice and compliance with submission of quarterly narrative reports.

Grantees may not charge additional fees (including but not limited to material fees) to participate in the proposed program.

Invoices will be submitted to:

Commonwealth Corporation

2 Oliver Street, 5th Floor

Boston, MA 02109

Attention: Karen Shack

1. **Funding Acknowledgement**

The Contractor must contact EOHHS for approval of any press releases prior to issuance. Any press releases, newsletters, promotional flyers or other media used to announce or provide information about the grant or the activities you are undertaking in relation to this grant, must include information about the source of the funding as follows:

*This project is funded by the MassHealth Delivery System Reform Incentive Payment (DSRIP) Statewide Investment program through the Commonwealth of Massachusetts, Executive Office of Health and Human Services. The grant program is administered by Commonwealth Corporation.*

1. **Training Locations**

All training locations must be Americans with Disabilities Act compliant.

1. **Modifications**

Any modifications to this contract must be approved by the Contractor’s Commonwealth Corporation Program Manager. Contractors may submit an updated Training Delivery Budget to Commonwealth Corporation for approval upon completion of the curriculum development phase to ensure it aligns with the final course delivery approach.

1. **Commonwealth Corporation Program Manager**

Karen Shack shall serve as Commonwealth Corporation’s Program Manager for purposes of this contract and shall be responsible for approving Community Health Worker Supervisor Training Grant activities and deliverables provided under this agreement and for approving all payments.

1. **Attachments**

* Attachment 1: Application Narrative Form
* Attachment 2: Budget Form

1. <http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/prevention-and-wellness/comm-health-wkrs/chw-definitions.html>

   <https://www.mass.gov/service-details/core-competencies-for-community-health-workers> [↑](#footnote-ref-1)
2. **Cultural humility:** Awareness of the dynamics of socio-economic class, culture, race, historical trauma, and their impact on the CHW work within the organization, CHW/supervisor dynamics, as well as with patients/clients [↑](#footnote-ref-2)