

Model Grant Agreement
MassHealth Health Related Social Needs (HRSN) Integration Fund Grant Application

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Grantor:	Health Resources in Action, Inc.
Grantee:	Organization Name
Project Title:	HRSN Integration Fund
Total Award:	Up to \$250,000 for non-Hub Grantees, up to \$500,000 for Grantees establishing and operationalizing Hubs
Estimated Award Period:	December 1, 2024 – Shall terminate up to 24 months from the execution date in accordance with Section 1.4 of the Grant Application (December 31, 2026)
Payment Schedule:	One-time full disbursement at the start of the Award Period for non-Hub Grantees, two disbursements for Grantees establishing and operationalizing Hubs

Section 1. Introduction

The Health Related Social Needs (HRSN) Integration Fund provides funding to eligible parties seeking to increase knowledge and capacity; enhance technology; establish, operate, and implement Hubs; and/or establish systems and processes to overcome potential barriers to and challenges in transitioning to the HRSN Framework and enable Applicants to effectively contract with MassHealth Accountable Care Organizations (ACOs) in accordance with **Section 3** of the **Grant Application**.

Section 2. Definitions

Grant Agreement – This agreement between HRiA and the Grantee to implement the HRSN Integration Fund program.

Grant Application – The Grant Application for the MassHealth Health Related Social Needs (HRSN) Integration Fund, EOHHS Document #: 25EHSPMMHRSN.

Grantee – Any entity that enters into this Grant Agreement with HRiA for the provision of services described in this Grant Agreement. All requirements described herein shall also be applicable to the Grantee’s employees and subgrantees.

Section 3. Grantee Expectations

Section 3.1 Funding & Disbursement

The Executive Office of Health and Human Services (EOHHS) and Health Resources in Action (HRiA), an EOHHS vendor, will manage Grant Agreements and distribution of funds from the HRSN Integration Fund in accordance with **Section 6.10** of the **Grant Application**. HRiA will contract with Grantees. HRiA will issue one lump sum payment upon receipt of this signed Grant Agreement to the Grantee. For Grantees awarded funds for implementing and operationalizing Hubs, HRiA will issue two lump sum payments. HRiA will issue the first lump sum payment upon receipt of this signed Grant Agreement to the Grantee and HRiA will issue the second lump sum payment approximately six months following the first lump sum payment.

The Grantee is required to monitor spending under this award and maintain sufficient records of all financial transactions for up to seven years. In receiving the grant, Grantee acknowledges that it will comply with the fiscal management guidelines as stated in this Grant Agreement.

Section 3.2 Workplan

HRiA will work with Grantee to develop and finalize a workplan, which will include an actionable template that lays out the Grantee's project's deliverables and the milestones the Grantee seeks to achieve no later than February 28, 2025. Any adjustments to the workplan must be submitted to HRiA and authorized in writing, prior to making any changes.

Section 3.3 Budget

Any adjustments to the budget that were submitted via the Cost Response as part of the Grant Application Response must be submitted to HRiA and authorized in writing prior to making any changes in spending. In the event of a disallowance or audit finding, HRiA, on behalf of EOHHS, retains the right to directly recover funding from the Grantee at EOHHS's discretion and direction. EOHHS retains the right to directly audit the Grantee, which shall participate and cooperate with EOHHS in any such audit related to the funding.

Section 3.4 Transferring Funds

With the exception of sub-recipients or partners identified in the Grant Application Response, workplan, and budget, Grantee shall not, under any circumstance, transfer, assign, or encumber any portion of the grant. The Grantee agrees that the grant funds will not be expended, transferred, or used for any purpose or in any fashion that is prohibited by applicable law of the United States or of any domestic or foreign jurisdiction, including without limitation, applicable laws proscribing the support of terrorism or terrorist organizations.

Section 3.5 Unspent Funds

In the event that the Grantee does not expend all grant funds by the end of the funding period, the Grantee shall notify HRiA as soon as possible, but no later than 90 days prior to the end of the funding period and include the underspending in the expenditure report due at the end of the funding period. Grantee shall return unspent funds to HRiA in a timely manner, as determined by HRiA and EOHHS. HRiA and Grantee may extend the Grant Agreements in any increments up to June 30, 2027, at the sole direction and discretion of EOHHS in accordance with **Section 1.4** of the **Grant Application**.

Section 3.6 Publicity

Grantee shall obtain prior written approval from EOHHS before Grantee or any of its officers, agents, employees, or subcontractors respond to any media inquiry, make any public comment, or issue any public communication regarding any aspect of its contract with the HRiA or HRSN Integration Fund in accordance with **Section 2.2.7** of the **Grant Application**.

Section 4. Grant Award Conditions

Section 4.1 Conditions

The Grantee agrees and consents to the following conditions of the grant:

1. For Grantees not using funding to establish and operationalize Hubs and only as appropriate for Grantees using funding to establish and operationalize Hubs, the Grantee has provided HRiA with verification of the Grantee's public charity status (Tax Exempt Designation Letter) under Sections 501(c)(3) of the Internal Revenue Code of 1986, as amended (the Code), in accordance with **Section 4.4.1.F.ii** of the **Grant Application** and agrees to notify HRiA of any change in the Grantee's status.

2. Grantee shall comply with federal Executive Order 11246, as amended by Executive Order 11375, and as supplemented by regulations at 41 CFR part 60 in accordance with **Section 2.2.8** of the **Grant Application**.
3. Grantee shall maintain all books, records, and other compilations of data pertaining to the provisions and requirements of this Grant Agreement and **Section 7** of the **Commonwealth Terms and Conditions** in accordance with **Section 2.2.5** of the **Grant Application**.
4. HRiA and Grantee may extend their Grant Agreements in any increments up to June 30, 2027, at the sole direction and discretion of EOHHS in accordance with **Section 1.4** of the **Grant Application**.
5. Grantee shall meet with EOHHS, respond to all EOHHS inquiries, participate in trainings and/or learning collaboratives related to the funding, and provide reporting and documentation directly to EOHHS at their request in accordance with **Section 2.2.3** of the **Grant Application**.
6. Grantee will use the funds awarded via the HRSN Integration Fund Grant Application exclusively for the purposes and objectives specified in the Grant Application Response, workplan, and budget submitted to HRiA, and Grantee acknowledges no goods or services or benefits have been or will be provided by Grantee to HRiA.
7. Grantees whose projects fall under **Section 3.2.1.D** of the **Grant Application** cannot include modes of transportation and delivery (e.g., vans) and office furniture (e.g., chairs and desks). This also does not include equipment for existing staff or equipment that supports general operations in accordance with **Section 3.2.1** of the **Grant Application**.
8. Any additional costs and expenses outside of those in the Grantee's approved budget needed to complete Grantee's project will be the sole responsibility of Grantee.
9. In any event, no disbursement will be made until Grantee has provided HRiA with a signed W-9 IRS form.
10. Grantee may use HRSN Integration Fund grants towards pre-execution eligible activities in accordance with **Section 2.2.9** and **Section 3.2** of the **Grant Application** provided that:
 - A. The Grantee is selected to enter into contract negotiations and successfully enters into a Grant Agreement for HRSN Integration Funds with HRiA;
 - B. All pre-execution obligations incurred constitute eligible activities as described in **Section 3.2** of the **Grant Application** and are in accordance with the terms set forth in this Grant Agreement, including those set forth in **Section 2.2.9** of the **Grant Application**;
 - C. Obligations were incurred after the Grant Application posted date in **Section 1.5** of the **Grant Application**;
 - D. Pre-execution activities and any related obligations incurred are approved by HRiA in accordance with all applicable Grant Agreement terms and all applicable state and federal regulations; and
 - E. Pre-execution activities and any related obligations incurred do not exceed the Grantee's total grant amount.
11. In accordance with **Section 2.2.10** of the **Grant Application** and notwithstanding **Section 4.10** above, EOHHS shall have no obligation to reimburse or approve any expenditures incurred by the Grantee unless and until such expenditures are incorporated into an executed Grant

Agreement between the Grantee and HRiA.

12. Grantee shall provide to HRiA any records relevant to the grant that HRiA requests.
13. Grantee shall keep sufficient records of all financial transactions and upon request from HRiA, will provide all relevant data.
14. Grantee is responsible for the oversight of partners involved in the Grant Application Response, workplan, and budget.
15. Grantee agrees to regular communication with HRiA to review progress being made. Unsatisfactory reviews or actions not in accordance with the Grant Agreement may result in probationary periods and/or termination of the award and request the return of the unspent funds. HRiA on behalf of EOHHS retains the right to require a Grantee to develop and implement a Corrective Action Plan (CAP) or take other remedial steps in the event of any deficiency in the Grantee's performance in accordance with **Section 2.2.4** of the **Grant Application**.
16. EOHHS retains the right to directly audit the Grantee and the Grantee shall participate and cooperate with EOHHS in any such audit related to the funding in accordance with **Section 2.2.2** of the **Grant Application**.
17. In the event of a disallowance or audit finding, EOHHS retains the right to directly recover funding from the Grantee at EOHHS's discretion in accordance with **Section 2.2.1** of the **Grant Application**.
18. Grantees establishing or operationalizing Hubs may use HRSN Integration Funds for administrative purposes providing Grantees are not simultaneously charging Satellite Entities for those same administrative purposes.

Section 5. Non-Allowable Costs/Activities

The following costs and activities are not allowable under this Grant:

1. Costs incurred to support activities or expenditures that are not included in the Grantee's Grant Application Cost Response or are incurred prior to receiving EOHHS's approval.
2. Out-of-state travel, unless express prior authorization has been obtained from EOHHS.
3. Mileage reimbursement in excess of the state-approved rate.
4. Tax and fringe costs that exceed any federally approved fringe rate applicable to the organization.
5. Indirect rates that exceed EOHHS's approved rate of 15% in accordance with **Section 4.6.2** of the **Grant Application**.
6. Cash reserves.
7. Management, administrative, or other costs that are already allocated to other contracts or that are not directly related to the provision of services under this Grant Agreement.
8. Gift cards/incentives.
9. Food & drink.
10. Costs associated with initiatives, goods, or services that are duplicative of costs associated with initiatives, goods, and services that the Grantee is currently funded for by other federal or state funding sources.

11. Advocacy and Lobbying, other than for normal and recognized executive-legislative relationships, no funds may be used for:
- A. Advocacy: For purposes of these policies, advocacy means oral or written efforts to influence policies or legislation through education and awareness. Advocacy may include submitting legislation, providing oral or written appearances in the media, organizing constituencies to support legislation or regulations, providing testimony before governmental officials including legislators, and/or signing petitions or letters intended to influence governmental policies.
 - B. Lobbying: Is the private persuasion, public actions (e.g., mass demonstrations or testifying), or combination of both public and private actions (e.g., encouraging constituents to contact their legislative representatives) with the purpose of influencing elected officials to take or support a particular position on an issue or legislation. Similar activities undertaken with appointed officials are not considered lobbying by the IRS, although it is considered lobbying for purposes of reporting to the state and may be considered lobbying for purposes of some federal grant programs.

Section 6. Reporting

Grantee will be required to report regularly on the progress of the activities as outlined in the Grant Application Response. Grantees will submit progress reports and details regarding financial expenses via a budget report, according to the schedule outlined below. Grantee will submit to HRiA progress reports every six months with a final report occurring three months after the completion of the award period. The due dates of the progress reports are June 15, 2025, December 15, 2025, and June 15, 2026, with the final report due March 31, 2027, or 3 months after the end of the Grantee's project timeline.

The progress reports will cover, but will not be limited to, progress on activities outlined in the workplan, successes and challenges, plans to address challenges, and the need for technical assistance or support. Office hours with HRiA staff will occur quarterly with all Grantees to review progress on activities and to provide technical assistance as needed.

In addition to the progress report, Grantees will submit a budget report during the first 12 months period of the award and the final 24-month period of the award or 3 months after the end of the Grantee's project timeline. The budget reports will outline how the funds were expended during each period and will provide supporting documentation for each expenditure. HRiA may request and review additional financial information to determine accuracy in reporting, including but not limited to, general ledger reports, EFT payments, invoices, and any reports it deems necessary.

The following performance areas will be subject to measurement:

1. Timely Delivery (Integration Fund activities, reports, budget reports, etc.)
2. Engagement (Responsiveness to inquiries and attendance at scheduled office hours, trainings, TA as needed, and learning communities)
3. Performance Targets/Benchmarks (Workplan outputs, outcomes, etc.)

Section 6.1 Evaluation

The Grantee shall participate in quantitative and qualitative components of an independent evaluation conducted by UMass Chan Medical School for the evaluation of the HRSN Integration Fund in accordance with **Section 2.2.6** of the **Grant Application**.

Section 6.2 Capacity Building: Technical Assistance, Community Learning, Office Hours and Training
Grantees are required to attend and participate in ongoing training, learning communities, and office hours. Technical assistance will be provided on an as-needed basis for all Grantees.

HRiA staff will support Grantees’ ability to:

1. Complete reporting activities that adequately measure progress and accomplishments, and
2. Engage in ongoing training, technical assistance (as needed), and convenings as part of a larger cohort of grantees.

Capacity building and training sessions at a glance

Event Type	# of meetings during the grant period	Estimated Time
Trainings	4-6	1.5 to 2 hours
Community learning	2-4	1.5 to 2 hours
Office Hours	6	1 hour

Section 7. Additional Terms and Conditions

Section 7.1 Data Sharing and Use

Grantee gives HRiA the right to access, possess, and use any non-identifying information or data that it develops or produces (or by anyone working on Grantee’s behalf) as part of the work covered by this agreement, as well as any similar information or data provided to Grantee by another party for use in the work covered by this Grant Agreement. Grantee will provide such information or data upon request and is responsible for maintaining the confidentiality and security of such information or data and removing any personally identifiable information (e.g., name, address, phone number, social security number) from any such information or data provided to HRiA.

Section 7.2 Use and Disclosure of Data

The Grantee and its employees and subcontractors shall comply with all state and federal laws, rules, regulations, and other requirements relating to confidentiality, privacy, and security.

Section 7.3 Liability

Grantee acknowledges and agrees, in undertaking the grant, that it is acting on its own behalf, and HRiA is not and shall not be liable for any acts or omissions of Grantee. Further, the Grantee is solely responsible and liable to HRiA for the actions of its employees, volunteers, contractors, subrecipients or partners, and other individuals or entities performing work on Grantee’s behalf.

Section 7.4 Termination

HRiA reserves the right to terminate this Grant Agreement with immediate effect should the funding be reduced or eliminated by EOHHS, or with 30 days written notice if Grantee materially breaches any of its obligations hereunder. In the event of breach or termination, HRiA, on behalf of EOHHS, may demand repayment of all unexpended portions of the award; moreover, all unpaid installments may be canceled.

Section 7.5 Conflict

Should any of the provisions outlined here conflict with the Commonwealth Terms and Conditions or the terms detailed in the SOW between HRiA and EOHHS, the Commonwealth Terms and Conditions or

the SOW shall prevail.

Section 7.6 Grantee Response

The entire contents of the Grantee’s Response shall be binding. This Grant Application and all documents submitted as part of the Response by a Grantee will, at EOHHS’s discretion, be incorporated by reference into any Grant Agreement and/or Amendment awarded as a result of the Grant Application.

IN WITNESS WHEREOF, this Grant Agreement is signed by:
Health Resources in Action, Inc.

[Grantee Organization Name]

—

Steven Ridini, President

[Authorized Signatory], [Title]