

March 13, 2023

Memorandum of Understanding
Determination of Need Community Health Initiative
Revised from original, dated 9/14/21

Background Information

On September 30, 2019, Massachusetts General Physician’s Organization (“MGPO”) submitted a Determination of Need (“DoN”) application to the Massachusetts Department of Public Health (“DPH”) for the expansion of its existing imaging clinic to a new satellite at Assembly Square, Somerville, with the addition of three MRI units and associated limited renovations (the “Proposed Project”). Approved in February 2020, DPH required MGPO, through a partnership with Cambridge Health Alliance (“CHA”) to distribute \$490,525.08 to local Community Health Initiatives (“CHI”).

These local CHI funds are required to address social determinants of health (SDoH) and health equity with an upstream (structural/policy) approach to improving community-identified health needs in Somerville. In alignment with MA DPH’s DoN Health Priorities, the Massachusetts Executive Office of Health and Human Services Health Priorities, and the *Wellness of Somerville Report 2017*, CHA’s Community Advisory Board (CAB) selected the following priorities, strategies, allocation amounts, and funding durations for the local CHI as follows:

Priority	Strategy	Allocation Amount	Funding Duration
Increasing BIPOC, LGBTQ representation in mental health workforce (Mental/ Behavioral health)	This strategy includes, but is not limited to, training community health workers (CHWs), who are members of the communities which they serve (e.g. low-income, immigrant, LGBTQ+, seniors, young people, and/or BIPOC) to support mental health/addictions care and access through coordinated, funded recruitment and training programs.	\$245,254	33 months
Supporting Housing Stability (Social Determinants of Health - Housing)	This strategy aims to invest in supportive housing strategies, such as co-location of services, to help vulnerable residents maintain and stabilize their housing. An intended outcome of this strategy is to prevent evictions, decrease displacement and maintain access to public and affordable housing.	\$122,627	2 years
Support Access to Behavioral Health in Early Childhood Care & Education	This strategy aims to provide early childhood care and education systems with the behavioral health support necessary to best serve BIPOC, immigrant, low-income families. This strategy includes, but is not limited to,	\$122,627	2 years

(Social Determinants of Health - Early Education)	planning for the infrastructure and implementation of a collaborative early childhood mental health system, and may include planning, coordinating and convening stakeholders for a future policy or system change.		
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In November 2020, CHA convened an Allocation Committee to ensure a transparent and equitable solicitation and selection process across the three funding priorities and strategies. The Allocation Committee established a widely broadcasted Request for Proposals (RFP) process for each strategy. Applicants were limited to community-based non-profit organizations, coalitions, and local governments serving the Somerville community.

Terms

The City of Somerville Department of Health and Human Services (DHHS) was selected by CHA’s Allocation Committee to develop and support up to 12 Somerville residents who are members of the communities which they serve (e.g. low-income, immigrant, LGBTQ+, seniors, young people, and/or BIPOC) who will engage in a CHA-led Community Health Worker (CHW) training. City of Somerville Department of Health and Human Services will contract with a Somerville-based Project Partner (Somerville Community Corporation), who will be responsible for: 1. Supporting CHW trainees throughout the training period (which includes, but is not limited to, navigating and connecting to resources such as transportation, childcare, internet access, etc.); 2. Providing workforce development training and job search support to connect CHWs with employment opportunities; 3. Recruiting BIPOC and LGBTQ+ Somerville residents for Somerville Community Health Worker (CHW) Training and Job Training Program (in Year 2); 4. Providing expert advice and recommendations to recruit, retain, and sustain CHW workforce within the City of Somerville HHS department. The City of Somerville Department of Health and Human Services will also contract with a CHW professional advocacy and policy development organization (MA Association of Community Health Workers) to provide technical assistance and training during the planning, implementation, and evaluation phases of a Public Health embedded Community Health Worker program. City of Somerville Department of Health and Human Services is awarded \$245,254 to be disbursed over 33 months (September 2021 - June 2024) to carry out activities listed in its Proposal (Exhibit A).

- **Purpose:** The City of Somerville Department of Health and Human Services will endeavor to train community health workers (CHWs), who are members of the communities which they serve to support mental health/addictions care and access and facilitate navigation and connection to needed services through a coordinated, funded recruitment and training program.
- **Initial Allocation:** The initial allocation of funds to the City of Somerville Department of Health and Human Services was \$122,627, dispersed in September 2021.
- **Parties:** This agreement is entered into by and between Cambridge Health Alliance and the City of Somerville Department of Health and Human Services (“Parties”).

- **Receipt of Funds:** MGH CCHI will transfer two installments to the City of Somerville Department of Health and Human Services to execute its proposed project, not to exceed a cumulative total of \$245,254 at the end of 33 months. The City of Somerville Department of Health and Human Services has received the first installment of \$122,627 in September 2021, to be used by September 2023. The second installment of \$122,627 will be disbursed on or around October 2023, to be spent by June 30, 2024, contingent on project progress and reporting requirements as determined by CHA to be in compliance with this Agreement.
- **Use of Funds:** Funds can be used to cover employee compensation (salaries and benefits), non-employee compensation, operating expenses, and indirect expenses which cannot exceed 15% of total expenses as listed in the City of Somerville Department of Health and Human Services budget proposal. Funds may not be used for: clinical or medical care, to build endowments, fund operating deficits, influence elections, capital improvement or renovation of existing or new facilities, or to support capital campaigns. Except for stipends, no monies can be administered to individual service recipients.

Conditions: The City of Somerville Department of Health and Human Services commits to 1) Carrying out the activities in accordance with its proposal; 2) Timely completion and submission to CHA of annual and final programmatic and expenditure reports detailing the use of funds and the impact achieved; and 3) Working with an external evaluator hired by CHA for this DoN process. The external evaluation consultant will provide evaluation technical assistance and capacity building for grantees to create and execute evaluation plans (i.e. logic models, measurement systems, reports) throughout the original project period (September 2021 - September 2023). The City of Somerville Department of Health and Human Services understands that assistance from evaluators will not extend past this period.

The City of Somerville Department of Health and Human Services may use a subcontractor to assist with carrying out certain elements of the grant upon written approval from CHA.

The City of Somerville Department of Health and Human Services and any subcontractors performing work under this Agreement shall grant to CHA and MGH an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly, for any non-commercial, academic or research purposes.

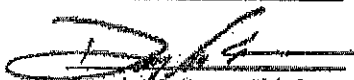
If the City of Somerville Department of Health and Human Services materially breaches this Agreement and does not cure such material breach to the satisfaction of CHA, in consultation with MGH, within thirty (30) days of receiving written notice of the breach (which notice shall include the details of the nature and extent of the breach and specify the effective date of termination).

The City of Somerville Department of Health and Human Services understands that CHA entered into a Memorandum of Understanding (“MOU”) executed on July 24, 2020 with MGH,

and as amended by a First Amendment executed in August 2021. The City of Somerville Department of Health and Human Services agrees to comply with the terms and conditions of the MOU and First Amendment, as applicable.

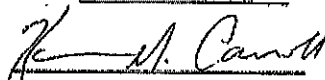
- **Publicity; Use of Name:** The City of Somerville Department of Health and Human Services will provide MGH and CHA with copies of any media releases and program materials it produces related to the award. Such materials may be used by MGH and CHA in their communication efforts. Neither Party may use the name, trademark, service mark, logo or other identifying characteristic (collectively, "Name") of the other Party or any of its affiliates, or any of its or their respective directors, trustees, officers, appointees, employees or staff pertaining to this Agreement, in any advertising, promotional or sales literature, or publicity without the prior written approval of the party or individual whose Name is to be used; provided, however, any Party may publicly disclose the existence of this Agreement, including information regarding remuneration paid under this Agreement, the identity of the recipient, the source of the remuneration, and the monetary value of the remuneration for the sole purpose of complying with relevant codes of conduct or ethics policies and/or governmental transparency policies.
- **Modification:** Any requests for a significant modification to the Proposal, including timeline extensions or for other purposes shall require written notification to CHA, and approval by MGH CCHI.
- **Term Length:** The agreement shall be effective for a period of 33 months (September 2021 - June 2024). Reports detailing the City of Somerville Department of Health and Human Services' use of funds and impact achieved, will be due to CHA on September 30, 2022; September 30, 2023; and June 30, 2024.
- **Signatures:** The Parties, through the signature of their duly authorized representatives, hereby accept this amended and restated Memorandum, which will go into effect as of the date of execution by both Parties.

Date: 5-16-23



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Date: 3-20-23



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Exhibit A

AWARDEE PROPOSAL AND BUDGET (3 items below)

1. No-cost extension request 2/21/23:
 - 📄 City of Somerville DHHS Somerville DoN no-cost extension request
2. Revised budget request (2/15/23):
 - 📄 DON 1 (Somerville DHHS) Budget Revision_FINAL_02.15.23.xlsx.pdf
3. Revised budget narrative request (1/10/23):
 - 📄 CHW budget narrative_1.10.23.docx