



Report to Ohio Governor Mike DeWine & Members of the 135th Ohio General Assembly

Ohio Center for
Community Health Worker
Excellence

January 1, 2025



Our Mission is to grow, strengthen, and support Ohio's Community Health Workers to create a prepared, equitable, and sustainable workforce.

Background on Community Health Workers in Ohio

State of Ohio Community Health Worker (CHW) Definition:

The [Ohio Department of Health](#) defines CHWs as “trained public health workers who serve as a bridge between communities, health care systems, and state health departments.”

CHW Certification and Training in Ohio

The [Ohio Board of Nursing](#) (OBN) issues and renews CHW certificates biennially, and approves and re-approves CHW training programs that meet the standards in Chapter 4723-26, OAC. To be certified, individuals must be at least 18 years old, have a high school diploma, complete the OBN approved CHW training program, and pass a criminal background check. CHWs may participate in any of the OBN- approved CHW Certification Training Courses in Ohio. These courses offer 100 hours of didactic, classroom time as well as 130 hours of practicum placement, or acting as a CHW under appropriate supervision with a related employer in Ohio. Per Ohio Administrative Code (OAC) Rule [4723-26-05](#), all OBN- certified CHWs are required to renew their certification in March of every odd year.

Medicaid Reimbursement for CHW Services in Ohio

The Ohio Department of Medicaid (ODM) requires managed care organizations (MCOs) to provide CHW or public health nurse services to Medicaid enrollees who are pregnant or capable of becoming pregnant, reside in a community served by a qualified [Community HUB](#), and were recommended to receive CHW or public health nurse services by a qualified health provider ([Ohio Administrative Code Rule Section 5167.173](#)). To meet these requirements, MCOs may directly employ CHWs or contract with community-based organizations that use community health workers.

Additionally, ODM offers two alternative voluntary payment models: Comprehensive Primary Care and Comprehensive Maternal Care. They provide enrolled practices with funding to support population health activities such as team-based care delivery. These funds can be used to support CHWs where they will be performing any of the program-required activities.

ODM, through the MCOs, also provides 10 communities with high rates of infant mortality and outcome disparities with biannual funding to support community-driven interventions to improve maternal and infant health. Nearly all communities use these grants to invest in additional CHW services.

Other Funding or Financing Mechanisms for CHWs in Ohio

A [2018 report](#) of key findings around CHW in Ohio found that 51 percent of CHW employers report reimbursement through Medicaid, 49 percent report through Medicaid MCO contracts, and six percent report reimbursement through CHIP, among other sources. Most employers noted funding was not sustainable, with the exception of funding through Medicaid MCO contracts.

The Ohio Department of Health (ODH) received funding from the CDC [Community Health Workers for COVID Response and Resilient Communities \(CCR\) initiative](#) to support and expand CHW work in the state through the Certified Pathways HUBs model.

Key CHW Partnerships in Ohio

In 2022, [OBN](#) convened a CHW Advisory Group on certified CHWs to discuss certification, training, and CHW roles. The group includes an OBN board member; certified CHWs from public health, urban, and rural areas; and CHW educators and providers. They are tasked with providing recommendations to OBN regarding proposed revisions to administrative rules, the Nurse Practice Act, and other CHW issues, including training and continuing education units.



The Ohio Department of Medicaid and MCOs work with the [Pathways Community HUBs](#) in Ohio. The HUB model does not employ CHWs directly but contracts existing organizations that employ CHWs and their supervisors. In 2024, approximately 450 CHWs statewide were employed by agencies operating in the Pathways Community HUB model. Beyond MCO reimbursement, additional funding and support for 12 current Pathways Community HUBs in Ohio is administered by the [Ohio Commission on Minority Health](#), specifically regarding CHW services and to minority pregnant mothers, and the success CHWs in the HUB model have had in reducing key factors in Infant Mortality in Ohio, including supporting mothers' prenatal exams, housing, tobacco cessation, birthing healthy birthweight babies, receiving appropriate postpartum care, WiC/crib/breastfeeding support and education regarding first year of life issues, safe sleep and pregnancy spacing.

About the Center for Community Health Worker Excellence

As part of the 2023 state budget process, the Ohio Legislature added new funding to support a Community Health Worker Center of Excellence. The Center is a public-private partnership that is administered by the Ohio Department of Health and overseen by a board that includes directors of state health and human service agencies; academic institutions; representation from the Community Pathways HUBs, Ohio Community Health Worker Association, and Ohio Legislature; and at least one individual CHW (in addition to those from the referenced agencies). The Center receives \$2.5 million annually to support board initiatives and work was slated to begin in fall 2023. All meetings of the Center are public meetings and materials are available upon request from the Ohio Department of Health as well as on the newly created Center for Community Health Worker Excellence website, www.ohiochwcenter.org.

As defined in Ohio Revised Code

(A) There is created the center for community health worker excellence, a public-private partnership to support and foster the practice of community health workers and improve access to community health worker services across this state.

(B) The center shall be a public-private partnership governed by a board of directors comprised of the following members:

(1) The director of the department of health or the director's designee;

(2) The executive director of the commission on minority health or the director's designee;

(3) The Medicaid director or the director's designee;

(4) The executive director of the board of nursing or the director's designee;

(5) The director of education and workforce or the director's designee;

(6) A representative of an OhioMeansJobs center operator, as defined in section [6301.01](#) of the Revised Code, appointed by the director of job and family services

(7) An individual who provides services within one or more community HUBs that fully or substantially comply with the pathways community HUB certification standards developed by the pathways community HUB institute, appointed by the director of health;

(8) A representative of the Ohio association of community health workers, appointed by that entity;

(9) A representative of the Ohio health information partnership, appointed by that entity;

(10) A representative of the center for community solutions, appointed by that entity;

(11) A representative of the Ohio association of community colleges, appointed by that entity;

(12) A representative of the Ohio association of community health centers, appointed by that entity;

(13) A representative of the Ohio alliance for population health, appointed by that entity;

(14) A member of the house of representatives, appointed by the speaker of the house of representatives;

(15) A member of the senate, appointed by the president of the senate.

(C) Initial appointments to the committee shall be made not later than sixty days after the effective date of this section. Terms shall be two years, and members may be reappointed. If an appointed member no longer satisfies the grounds upon which the member was appointed, the member is ineligible to continue to serve, and a new member shall be appointed in accordance with division

(B) of this section. Vacancies shall be filled in the manner provided for original appointments. Any member appointed to fill a vacancy occurring prior to the expiration date of the term for which the member's predecessor was appointed shall hold office as a member for the remainder of that term. Members of the board shall serve without compensation, except to the extent that serving on the board is considered part of the member's regular duties of employment. Members shall be reimbursed for actual and necessary expenses incurred in the performance of official duties.

(D) The board of directors shall annually select from its members a chairperson or co-chairpersons.

(E) The board of directors shall meet at the call of the chairperson but not less than quarterly. A majority of the members of the board constitutes a quorum. The chairperson shall provide members with at least five days written notice of all meetings.

(F) Under the direction and oversight of the board of directors, and as implemented by health impact Ohio and the Ohio alliance for population health at Ohio university, the center shall engage in all of the following activities:

- (1) Establishing an electronic platform that may be accessed statewide to connect community health workers with individuals or communities in need of their services;
- (2) Evaluating and reporting on the state of the community health workforce in Ohio, including the total number of community health workers employed, the settings in which they practice, the number certified by the board of nursing, the average income or hourly wage earned by a community health worker, the reimbursement rates and needs of community health workers, and any available funding sources;
- (3) Creating and maintaining a website or other electronic tools to coordinate resources for individuals practicing or seeking to practice as community health workers, including resources related to recruitment, education, training, certification, employment, and mentorships;
- (4) Making continuing education hours or credits available for free to community health workers certified by the board of nursing;
- (5) Providing financial assistance to employers that host or offer practicums or other training to community health workers seeking certification by board of nursing.

In performing the activities, the center, together with Health Impact Ohio and the Ohio Alliance for Population Health at Ohio University, may as necessary collaborate with other organizations and institutions, in particular, Clinisync, Unite Us, Ohio Association of Community Health Workers, Board of Nursing, and University of Toledo.

(G) The board shall issue a report to the governor and general assembly describing its activities and any recommendations pertaining to community health workers by the first of January of each odd numbered calendar year.

Center for Community Health Worker Excellence (CCHWE) Defined Mission, Vision, Goals

The Center was able to appoint Board members and convene its first meeting of the CCHWE Board of Directors in January 2024, listed below. After discussion and Board vote, the Center describes the following Vision and Mission for the Center's work.

Vision: To be a leader in the Nation for Community Health Workers to live, learn, practice, and thrive to achieve health equity and justice for Ohioans.

Mission: Our Mission for CCHWE is to grow, strengthen, and support Ohio's CHWs to create a prepared, equitable, and sustainable workforce.

We do this by:

- Bringing together diverse CHW representatives, state agencies and commissions, and private associations, institutions of education and CHW employers, to assess and strengthen Ohio's CHW education, workforce, policy, employment, equity, and reimbursement opportunities.
- Championing the role of CHWs and their codesign of interventions across Ohio, amplifying their diversity that is reflective of their community, their role in health improvement and return on investment, and their role in achieving health equity.
- Supporting equitable access to technology and convenings that support current and potential CHWs.
- Promoting affordability and accessibility of high-quality education, training, and certification.
- Advancing the CHW networking community, employment opportunities, CHW self-care, and other necessary resources.
- Assessing current and creating future innovations in the CHW field, in partnership with CHWs.

Board Members

The Center for Community Health Worker Excellence is a collaborative effort, bringing together diverse individuals and organizations to strengthen community health worker programs across the state. Board members are defined in Ohio Revised Code.

Fiscal Agent

Access HealthColumbus DBA Health Impact Ohio (HIO) was selected as fiscal agent for this project. In its role, HIO provides staff support, fiscal management services (grant budgeting, reporting on fiscal activity to ODH through its grants management portal and to the Center Board of Directors, and creates requests for proposals and contracts to implement the work of the Center and otherwise provides oversight on projects voted on/selected by the Center Board of Directors, under guidance from the Ohio Attorney General's Office legal counsel and following all ODH financial and programmatic rules and regulations.



First Funded Initiatives Underway

Community Health Worker Workforce Study

Charged with conducting a statewide assessment of the status of the Ohio Community Health Worker workforce, the Ohio University Voinovich School of Leadership and Public Service (VS) team heading up the effort was selected. Ohio University's Voinovich School of Leadership and Public Service is comprised of faculty and professional staff members who work in multidisciplinary project groups with student researchers.

VS is an independent, objective source of applied research that integrates scholarship, learning, and practice to address societal problems. The Voinovich School partners with communities, agencies, and businesses to build capacity and improve quality of life for all Ohioans. Key areas of focus include economic and workforce development, health and well-being, leadership, infrastructure, and the environment. Team members conducting the 2025 CHW statewide assessment include:

Together, the VS team accomplished the following between July 1st and December 6, 2024:

- The VS team submitted an Institutional Review Board for the protection of human subjects (IRB) protocol. The study was deemed non research in nature.

- The VS team submitted an Institutional Review Board for the protection of human subjects (IRB) protocol. The study was deemed non research in nature.
- The VS team has developed data collection instruments for several areas of the study. To prepare for qualitative data collection, the team developed: a key informant interview guide, a Community Health Worker training program director interview guide, a CHW focus group guide, and a CHW supervisor focus group guide. These instruments include questions to conduct the first phase of the Social Return on Investment (SROI) study component. The VS team is also reviewing past surveys used in the CHW needs assessment conducted in 2018 and is considering revisions to the instruments.
- The VS team established a contract with a Minority Business Enterprise (MBE), Scale Strategic Solutions, which is also an Encouraging Diversity Growth and Equity Enterprise as well as being a woman owned business. The Scale Strategic Solutions group has reviewed and provided input on data collection instruments and has been conducting focus groups with CHWs, including some discussions conducted in Spanish.
- The VS team developed a 13-member advisory group we are calling CWAAG (Community Health Worker Workforce Assessment Advisory Group). The group meets every four to six weeks over Zoom and is comprised of a diverse group of individuals, most of whom either have a background as a CHW or are currently serving as a CHW or CHW supervisor.
- As of December 6th, the MBE and VS team recruited participants for and conducted a total of 1 focus groups with CHWs. Four additional focus group discussions with CHWs will be held before the end of the year.
- As of December 6*, the MBE and VS team recruited participants for and conducted a total of 6 focus groups with supervisors of CHWs. Two additional focus group discussions with supervisors are scheduled for this month.
- The VS team conducted interviews with program directors of all 14 of the CHW training programs in the state.
- With input from the CWAAG members regarding who to interview, the Voinovich School study team as of December 6, has conducted interviews with 19 key informants. Two additional key informant interviews are scheduled. These individuals represent a variety of entities including State and local organizations.
- The VS team conducted outreach to and met with the Manager of Information Services at the Ohio Board of Nursing (OBN) to discuss acquiring CHW e-licensure data for analysis and incorporation into the CHW workforce study. The request to OBN asked that the data be provided in January of 2025 to acquire data through the 2024 calendar year. The request was as follows below.

We requested a list of individuals in Ohio who meet the criteria of OBN's "Community Health Worker (CHW)" license type, including the following:

1. Individual (name to be de-identified)
2. Certification Number
3. City of Residence
4. Certification Status (certified, inactive, application)
5. Certification Sub-Status as applicable (application submitted, application in review, application abandoned, application denied, etc.)
6. Certification Issue Date as applicable
7. Certification Effective Date as applicable
8. Certification Expiration Data as applicable

The next stage of the project will be focused on extensive analyses of the transcripts from the 23 focus group discussions and 35 interviews that will have been completed. Anticipated CHW statewide Workforce Study Report Publication is Summer 2025.

Statewide Community Health Worker Conference

With generous support from the Center Board of Directors, Health Impact Ohio, Ohio University, and The Ohio State University College of Nursing joined forces to host the largest CHW Statewide Conference in Ohio History, with over 400 attendees from across Ohio over the 2 day event. Highlights of this event included:

- **Pre-Conference Continuing Education on Licensure (OBN Category A), Boundaries, and Economic Wellness:** 154 Attendees
- **Evening Gala & CHW Awards:** 124 Attendees
- **Full-Day Conference with 6 hours of Continuing Education:**
 - 24 Continuing Education Breakouts
 - 3 Continuing Education Plenaries with 383 CHWs obtaining CE for their participation
 - 23 Sponsors & Community Partner Vendor Tables
 - CHW Focus Groups, including one in Spanish



"The focus on CHW professionalism will be precious in my work. Understanding the importance of professionalism helps emphasize CHWs as respected members of the healthcare system, highlighting the need for higher standards and consistent practices within our organization. This knowledge supports our efforts to elevate CHWs' roles, build trust with clients, and enhance our quality of care."

—CHW Evaluation of Conference Presentation



Ohio Center For Community Health Worker Excellence



**2024 CHW
Conference**
[View Details](#)



Certification
Training Programs
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RFP's
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Center for CHW Excellence Online Platform

The creation of an online platform, as indicated in statute, is meant to create a central, virtual space for CHWs to find information, education, resources, events, job postings/resume submission for potential employers, respond to the Center requests for proposals, alert the CHW workforce to state policy initiatives/changes, receive certification information and support, and network with each other; it is also meant to connect Ohioans with CHWs and interest potential CHWs as they consider pursuing a CHW career. The website designer chosen for this work was [Atomic Interactive](#), an Ohio-based web development and marketing firm. Atomic founder Ryan McCoy decided to start a digital marketing agency in Ohio with one thought in mind: to create the best web and interactive products available and implement marketing plans that drive impact. Atomic Interactive Brings it's unique mix of digital solutions and personal attention to partners in Dayton, Cincinnati, Columbus, and nationwide. Atomic Interactive is personally familiar with the work of CHWs and their needs, as well as how public facing online platforms are able to meet needs of potential clients and connect them to CHW resources. The Center website, www.ohiochwcenter.org soft-launched in October of 2024 and continues to expand its content and resources to be become the premier online source for CHWs in Ohio.

APPENDIX A: CENTER FOR CHW EXCELLENCE BOARD-APPROVED BIENNIAL BUDGET

Center for Community Health Worker Excellence

Budget 2024-2025

	Total
Revenue	
41 Operational Income	
4106 Fiscal Sponsor	
410607 Government Contracts	5,000,000.00
Total 4106 Fiscal Sponsor	\$ 5,000,000.00
Total 41 Operational Income	\$ 5,000,000.00
Total Revenue	\$ 5,000,000.00
Gross Profit	\$ 5,000,000.00
Expenditures	
51 Projects Expenses (Commun.Programs)	
5102 Project Activities	
510208 CHW Excellence Center - Activities	
51020801 Workforce Study	500,000.00
51020802 Technology Interoperability	315,000.00
51020803 Continuing Education	300,000.00
51020804 Employer Practicum Placement Fund	500,000.00
51020805 CHW Retention Strategies	200,000.00
51020806 CHW Innovation Fund	1,120,700.00
51020807 CHW Mentorship Program	46,000.00
51020808 CHW Pre-Certification Training	790,000.00
Total 510208 CHW Excellence Center - Activities	\$ 3,771,700.00
Total 5102 Events and Meetings	\$ 450,000.00
Total 5102 Project Activities	\$ 4,221,700.00
5104 Project Consultant	
510402 Evaluation Reports	50,000.00
510405 Website Creation and Maintenance	153,300.00
Total 5104 Project Consultant	\$ 203,300.00
5105 Strategic Consultant	
510502 Strategic Planning	25,000.00
Total 5105 Strategic Consultant	\$ 25,000.00
Total 51 Projects Expenses (Commun.Programs)	\$ 4,450,000.00
52 Administrative	
5202 Professional Fees	
520205 Fiscal Agent Management	550,000.00
Total 5202 Professional Fees	\$ 550,000.00
Total 52 Administrative	\$ 550,000.00
Total Expenditures	\$ 5,000,000.00
Net Operating Revenue	\$ 0.00
Net Revenue	\$ 0.00

APPENDIX B: RFPS RELEASED AS OF DECEMBER 20, 2024



REQUEST FOR PROPOSAL (RFP)

RFP TITLE: Center for Community Health Worker Excellence CHW Certification Training Programs Funding (Non-Competitive for Existing OBN Approved Programs)

RFP PROJECT NUMBER: CERT121824

RFP ISSUANCE DATE: December 20, 2024

RFP CLOSING DATE: January 31, 2025

I. RFP PURPOSE

- a. The Center for Community Health Worker Excellence (CCHWE) was established in 2024 and is a public-private partnership to support and foster the practice of community health workers and improve access to community health worker services across this state. The Center is governed by Ohio Revised Code section 3701.0212. Community Health Workers (CHWs) are a growing and thriving workforce in the State of Ohio, yet CHW Certification is often an expensive barrier for potential CHWs looking to become Certified and enter the CHW workforce. This Non-Competitive Request for Proposals for Ohio's Ohio Board of Nursing (OBN)-approved CHW Certification Training Programs in Ohio is offered to enhance the number of CHWs entering approved programs; to increase the affordability of these programs to the potential Ohio CHW workforce; to enhance the viability of continued relationships with employers engaging with/hosting students in CHW Certification programs; and enhance the curriculum of CHW Certification Training Programs. Proposals should be responsive to the guidelines that follow, as well as be specific to the training of Community Health Workers.

II. DEFINITIONS

- a. **GRANTEE.** The Ohio local, county government or private agency that is seeking funds provided by the CCHWE through **CCHWE CHW Certification Training Programs Funding (Non-Competitive for Existing OBN Approved Programs)**.



III. ELIGIBLE EXPENSES.

- a. Funding CHW scholarship/stipends to make programs no/low cost
- b. Supporting new Certification Training Program staff to expand program capacity, enhancing program curriculum development
- c. Funding support for CHW background checks, OBN registration fees, and/or CPR certification requirements
- d. Stipends to employers (not to exceed \$500 per student hosted) who host CHW Certification students for practicum placement
- e. Award ceiling is \$69,500 per OBN-Approved CHW Certification Training Program

IV. INELIGIBLE EXPENSES.

- a. Direct technology provision to CHWs (i.e. laptops for students)
- b. CHW Continuing Education support
- c. CHW Mentorship Programs
- d. CHW Workforce Studies
- e. CHW online platform (website, social media, mapping technologies) as these items are prioritized in other RFPs issued by the Center for CHW Excellence.

V. GRANTEE RESPONSIBILITIES: The Grantee agrees to:

- a. Use the funds provided by Health Impact Ohio on behalf of the CCHWE in pursuant to the terms and conditions of this RFP only.
- b. Spend the funds transferred by Health Impact Ohio on behalf of the CCHWE on Eligible Expenses.
- c. Not spend the funds transferred by Health Impact Ohio on behalf of the CCHWE on Ineligible Expenses. Grantee shall repay any funds determined by Health Impact Ohio on behalf of CCHWE to have been spent on Ineligible Expenses or in a manner inconsistent with this RFP.
- d. Spend all the funds within 6 months of Grantee's notice of award of the funds or as otherwise indicated in the final contract between HIO and



Grantee . Unexpended funds must be returned to Health Impact Ohio on behalf of the CCHWE.

- e. Provide a point of contact to Health Impact Ohio and the CCHWE for communication regarding this RFP.
- f. Adequately document spending of the funds in accordance with generally accepted accounting principles. Grantee agrees to maintain appropriate financial systems and procedures to meet all necessary requirements for GAAP, and other agency specific reporting requirements. Annual Financial Statement and Single Federal Audits are performed by external parties to ensure compliance with any regulatory requirement associated with sponsored projects and maintain good financial standing. All contract language reviewed in accordance with federal, state and institutional laws and policies.
- g. Send reports detailing all project expenses to date and summarizing the progress made to date on the project as required by the contract. If not otherwise defined, reports shall be made at 3 months and at end of the 6 month contract period. These reports should be emailed to carrie@healthimpactohio.org.
- h. During performance of this RFP and for a period of three (3) years after its completion, the Grantee agrees to maintain auditable records of all charges pertaining to this RFP and to make such records available to Health Impact Ohio on behalf of the CCHWE as the CCHWE may reasonably require.
- i. CAMPAIGN CONTRIBUTIONS Grantee hereby certifies that neither Grantee nor any of the Grantee's partners, officers, directors or shareholders, nor the spouse of any such person, has made contributions to the campaign of the current CCHWE in excess of the limitations specified in R.C. 3517.13.

VI. CONFLICTS OF INTEREST.

- a. No personnel of Grantee who exercise any functions or responsibilities in connection with the review or approval of this Agreement or carrying out of any of the Work shall, prior to the completion of the Work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities



with respect to the carrying out of the Work. Any such person who acquires an incompatible or conflicting personal interest on or after the effective date of this Agreement, or who involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to the [board or commission] in writing. Thereafter, he or she shall not participate in any action affecting the Work, unless the CCHWE shall determine in its sole discretion that, in light of the personal interest disclosed, his or her participation in any such action would not be contrary to the public interest.

VII. ETHICS COMPLIANCE.

- a. Grantee represents, warrants and certifies that it and its employees engaged in the administration or performance of this Agreement are knowledgeable of and understand the Ohio Ethics and Conflict of Interest laws. Grantee further represents, warrants, and certifies that neither Consultant nor any of its employees will do any act that is inconsistent with such laws.

VIII. TERM AND TERMINATION

- a. This RFP shall be effective on the date of final signature and shall terminate upon completion of the project and submission of the Results Report, or as otherwise agreed to by the parties in writing.
- b. Health Impact Ohio on behalf of the CCHWE, or the Grantee may suspend or terminate this MOU by giving 14 days written notice to the other party.
- c. Health Impact Ohio on behalf of the CCHWE may terminate this RFP immediately and at any time for any misuse of the funds as determined by Health Impact Ohio on behalf of the CCHWE in the Center for Community Health Worker sole discretion. Upon termination of this RFP pursuant to this paragraph, the Grantee must immediately cease all use of the funds and return the remaining funds to the Health Impact Ohio.

IX. LIABILITY

- a. Grantee, Health Impact Ohio and the CCHWE each agree to be responsible for any personal injury, trespass, or property damages caused solely by its negligent acts or omissions.



- b. In no event shall either party be liable to the other party for indirect, consequential, incidental, special or punitive damages, or lost profits.

X. RELATIONSHIP OF PARTIES

- a. It is fully understood and agreed that Grantee and Grantee's personnel are not employees of Health Impact Ohio or the CCHWE for purposes of State of Ohio retirement and other benefits. Except as otherwise expressly provided herein, neither party shall have the right to bind or obligate the other party in any manner without the other party's prior written consent.

XI. MISCELLANEOUS

- a. Grantee, in the execution of its duties and obligations under this RFP, agrees to comply with all applicable federal, state and local laws, rules, regulations and ordinances, including but not limited to, all applicable laws prohibiting trespass and illegal searches and seizures under the Fourth Amendment to the U.S. Constitution when cleaning up dump sites and preventing future dumping.
- b. Grantee affirms that it has all the approvals, licenses, or other qualifications needed to engage in this RFP.
- c. This RFP and the rights of the parties hereunder shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio.
- d. It is expressly understood and agreed by the parties that none of the rights, duties, and obligations described in this RFP shall be binding on either party until all relevant statutory provisions of the Ohio Revised Code, including, but not limited to, R.C. 126.07, have been complied with, and until such time as all necessary funds are available or encumbered and, when required, such expenditure of funds is approved by the Controlling Board of the State of Ohio, or in the event that grant funds are used, until such time that Health Impact Ohio or the CCHWE gives the Recipient written notice that such funds have been made available to Health Impact Ohio from the CCHWE's funding source.



- e. It is understood by the parties that the CCHWE is an entity of the State of Ohio and is subject to the Ohio Public Records Act, R.C. 149.43, et seq, and that any record kept by the Center or Recipient that is deemed a public record under the law is subject to release if a proper request is made.
- f. Neither this RFP nor any rights, duties, or obligations described herein may be assigned or transferred in whole or in part by either party hereto without the prior written consent of the other party.
- g. This RFP contains the entire agreement between the parties hereto, shall not be construed to set a precedent for any future use by the Grantee, and shall not be modified, amended, or supplemented, or any rights herein waived, unless specifically agreed upon in writing by the parties hereto.
- h. This RFP may be executed in any number of counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.
- i. This RFP is not binding upon Health Impact Ohio or the CCHWE unless executed in full, and it is effective as of the latest date of signature by the Health Impact Ohio.
- j. In the event of any conflict between the terms and provisions of the body of this RFP and the Application or any exhibit hereto, the terms and provisions of the body of this RFP shall control.

XII. PROPOSALS MUST MEET THE FOLLOWING CRITERIA established by the CCHWE Board of Directors.

- a. Proposals must not exceed 8 pages in 12 pt. Times New Roman, 1-inch margins for the following mandatory components:
- b. Proposals must include each of the following items:
 - i. COVER LETTER (1 page) that includes:
 - 1. Organization's legal name
 - 2. Organization's Mission/Vision/Principles
 - 3. Organization's Tax ID



4. Organization's Employer Identification Number (EIN)
5. Organization's Authorized Signature
- ii. PROPOSAL (Not more than 4 pages)
 1. Please identify the problem
 2. Address how your organization plans to address it
 3. Describe why this project is innovative
 4. Provide estimates of how many people served
 5. Describe your evaluation plan, the data you hope to collect (quantitative and qualitative) from such an innovative project
 6. Describe how the proposal addresses equity.
 7. Provide an initial project plan and timeframe.
 8. CCHWE has established Minority Business Enterprise (MBE) goals for this project of 15% MBE participation. Please provide information about any MBE participation for your company and/or any subcontractors.
- iii. PROJECT BUDGET (1 page)
 1. Excel spreadsheet Appendix A (offered);
 - a. NOTE: Indirect costs not to exceed 12% of proposal budget.
 2. The total should be a not to exceed amount in order to ensure a fair comparison with other proposals.
- iv. BUDGET NARRATIVE (1 page)
- v. ASSURANCES DOCUMENT (1 page) Appendix B enclosed
- vi. RELEVANT ATTACHMENTS (can include)
 1. Audited Financials
 2. Ohio Vendor Identifier (if applicable)
 3. Letters of Support (up to 3 optional)



- c. SUBMIT A PROPOSAL, the CCHWE Board of Directors has authorized Health Impact Ohio (HIO) to serve in a fiscal sponsor role to gather proposals and present all proposals to the CCHWE Vendor Subcommittee of the CCHWE Board.

The Vendor Subcommittee will review all the proposals and make recommendations to the full CCHWE Board for a vote. This review and approval process takes 30-60 days. For any questions, please contact Carrie Baker at HIO, carrie@healthimpactohio.org.

All submissions will be accepted via email only. Please send all documentation via email to Carrie Baker, carrie@healthimpactohio.org with the RFP Name and Project Number (located at the top of this RFP) in the subject line.



XIII. Grantee selection criteria

- a. As the mission of the CCHWE is “the CCHWE’s Mission, in partnership with Ohio’s CHWs, is to grow, strengthen, and support Ohio’s Community Health Workers to create a prepared, equitable and sustainable workforce” all applications submitted to the Health Impact Ohio will be reviewed for:

Components Measured for Grant Review Approval Process.	Possible Points (40)
Grantee met the grant component guidelines	5
Grantee identified the problem to be addressed	5
Grantee addressed how the organization plans to address the problem	5
Grantee described why or how the project is innovative	5
Grantee discussed estimates of how many people will be served	5
Grantee explained their plans for evaluation of their project, including collection of quantitative or qualitative data.	5
Grantee described how the proposal addresses equity	5
Grantee provided an initial project plan and timeframe	5

Numerical Rating for Proposal Objectives		
0 points	Does not meet	Proposal does not comply with requirements.
1 point	Weak	Response does not substantially meet requirements.
2 points	Moderate	Proposal meets most of the requirements but is weak.
3 points	Meets	Proposal meets all requirements.
4 points	Strong	Proposal substantially exceeds requirements.
5 points	Greatly Exceeds	Proposal significantly exceeds requirements.



APPENDIX A- PROJECT BUDGET (see spreadsheet offered with package)

APPENDIX B- Assurances to Meet CCHWE Board

COMMITMENT TO COMMUNITY HEALTH WORKERS

Grantee is committed to the Community Health Worker workforce as a vital component of the health care system in the state. The [VENDOR] regularly [TRAINS, WORKS WITH, ENGAGES IN X WAYS] Community Health Workers. This [WORK] includes deep involvement of Community Health Workers in the following ways [THE FOLLOWING ARE EXAMPLES. PLEASE ADD VENDOR SPECIFIC DETAILS AS A BULLETED LIST BELOW]:

- At least 1/3 of the advisory group for this assessment will be Community Health Workers.
- Multiple focus groups and a survey will target community health workers.
- Assessment findings will be presented to/reviewed by the Center of Community Health Worker Excellence Board. Results will also be shared with Ohio CHW Association, the HUB group Partnership for Advancing Community Health and others.



REQUEST FOR PROPOSAL (RFP)

RFP TITLE: Center for Community Health Worker Excellence CHW Innovation Fund

RFP PROJECT NUMBER: CHWIN12012024

RFP ISSUANCE DATE: December 20, 2024

RFP CLOSING DATE: January 31, 2025

I. RFP PURPOSE

Community Health Workers (CHWs) are a growing and thriving workforce in the State of Ohio. This Request for Proposals for CHW Innovation seeks to enhance the CHW workforce or workflows, CHW sustainability, and/or CHW services to Ohioans via innovative ideas, projects, pilots and/or technology. Proposals should be responsive to the guidelines that follow, as well as be new or novel and specific to the role of Community Health Workers.

Applicants are permitted to submit more than one proposal. CCHWE may award all funds to one entity or may award funds to many entities.

The total amount to be disbursed will be one-million, one-hundred-twenty thousand, seven-hundred dollars (\$1,120,700). If funds remain after all awards are made from this Request for Proposals, CCHWE anticipates that it will issue a new Request for Proposals.

II. DEFINITIONS

GRANTEE. The Ohio local, county government or private agency that is seeking funds provided by the CCHWE through **Center for Community Health Worker Excellence CHW Innovation Fund**.

III. ELIGIBLE EXPENSES.

- a. Example proposal ideas for consideration would include funding support for new CHW workforce retention strategies



- b. Support for innovative CHW program start-up or expansion (especially to serve new/unserved populations in need of CHWs)
- c. Support for new CHW data and technology solutions for tracking workflow and/or client data
- d. Support for evaluation of current CHW programs that have demonstrated success but not yet had formal evaluation.

IV. INELIGIBLE EXPENSES.

- a. Direct technology provision to CHWs (i.e. laptops for students)
- b. CHW Continuing Education support
- c. CHW Certification Training
- d. CHW Mentorship
- e. CHW Certification Training/Employer Practicum Placement funds
- f. CHW Workforce Studies
- g. CHW online platform (website, social media, mapping technologies) as these items are prioritized in other RFPs issued by the Center for CHW Excellence.

V. GRANTEE RESPONSIBILITIES: The Grantee agrees to:

- a. Use the funds provided by Health Impact Ohio on behalf of the CCHWE in pursuant to the terms and conditions of this RFP only.
- b. Spend the funds transferred by Health Impact Ohio on behalf of the CCHWE on Eligible Expenses.
- c. Not spend the funds transferred by Health Impact Ohio on behalf of the CCHWE on Ineligible Expenses. Grantee shall repay any funds determined by Health Impact Ohio on behalf of CCHWE to have been spent on Ineligible Expenses or in a manner inconsistent with this RFP.
- d. Spend all the funds within 6 months of Grantee's notice of award of the funds or as otherwise indicated in the final contract between HIO and Grantee. Unexpended funds must be returned to Health Impact Ohio on behalf of the CCHWE.



- e. Provide a point of contact to Health Impact Ohio and the CCHWE for communication regarding this RFP.
- f. Adequately document spending of the funds in accordance with generally accepted accounting principles. Grantee agrees to maintain appropriate financial systems and procedures to meet all necessary requirements for GAAP, and other agency specific reporting requirements. Annual Financial Statement and Single Federal Audits are performed by external parties to ensure compliance with any regulatory requirement associated with sponsored projects and maintain good financial standing. All contract language reviewed in accordance with federal, state and institutional laws and policies.
- g. Send reports detailing all project expenses to date and summarizing the progress made to date on the project as required by the contract. If not otherwise defined, reports shall be made at 3 months and at end of the 6 month contract period. These reports should be emailed to carrie@healthimpactohio.org.
- h. During performance of this RFP and for a period of three (3) years after its completion, the Grantee agrees to maintain auditable records of all charges pertaining to this RFP and to make such records available to Health Impact Ohio on behalf of the CCHWE as the CCHWE may reasonably require.
- i. CAMPAIGN CONTRIBUTIONS Grantee hereby certifies that neither Grantee nor any of the Grantee's partners, officers, directors or shareholders, nor the spouse of any such person, has made contributions to the campaign of the current CCHWE in excess of the limitations specified in R.C. 3517.13.

VI. CONFLICTS OF INTEREST.

- a. No personnel of Grantee who exercise any functions or responsibilities in connection with the review or approval of this Agreement or carrying out of any of the Work shall, prior to the completion of the Work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of the Work. Any such person who acquires an incompatible or conflicting personal interest on or after the effective date of this Agreement, or who involuntarily acquires any



such incompatible or conflicting personal interest, shall immediately disclose his or her interest to the [board or commission] in writing. Thereafter, he or she shall not participate in any action affecting the Work, unless the CCHWE shall determine in its sole discretion that, in light of the personal interest disclosed, his or her participation in any such action would not be contrary to the public interest.

VII. ETHICS COMPLIANCE.

- a. Grantee represents, warrants and certifies that it and its employees engaged in the administration or performance of this Agreement are knowledgeable of and understand the Ohio Ethics and Conflict of Interest laws. Grantee further represents, warrants, and certifies that neither Consultant nor any of its employees will do any act that is inconsistent with such laws.

VIII. TERM AND TERMINATION

- a. This RFP shall be effective on the date of final signature and shall terminate upon completion of the project and submission of the Results Report, or as otherwise agreed to by the parties in writing.
- b. Health Impact Ohio on behalf of the CCHWE, or the Grantee may suspend or terminate this MOU by giving 14 days written notice to the other party.
- c. Health Impact Ohio on behalf of the CCHWE may terminate this RFP immediately and at any time for any misuse of the funds as determined by Health Impact Ohio on behalf of the CCHWE in the Center for Community Health Worker sole discretion. Upon termination of this RFP pursuant to this paragraph, the Grantee must immediately cease all use of the funds and return the remaining funds to the Health Impact Ohio.

IX. LIABILITY

- a. Grantee, Health Impact Ohio and the CCHWE each agree to be responsible for any personal injury, trespass, or property damages caused solely by its negligent acts or omissions.
- b. In no event shall either party be liable to the other party for indirect, consequential, incidental, special or punitive damages, or lost profits.

X. RELATIONSHIP OF PARTIES



- a. It is fully understood and agreed that Grantee and Grantee's personnel are not employees of Health Impact Ohio or the CCHWE for purposes of State of Ohio retirement and other benefits. Except as otherwise expressly provided herein, neither party shall have the right to bind or obligate the other party in any manner without the other party's prior written consent.

XI. MISCELLANEOUS

- a. Grantee, in the execution of its duties and obligations under this RFP, agrees to comply with all applicable federal, state and local laws, rules, regulations and ordinances, including but not limited to, all applicable laws prohibiting trespass and illegal searches and seizures under the Fourth Amendment to the U.S. Constitution when cleaning up dump sites and preventing future dumping.
- b. Grantee affirms that it has all the approvals, licenses, or other qualifications needed to engage in this RFP.
- c. This RFP and the rights of the parties hereunder shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio.
- d. It is expressly understood and agreed by the parties that none of the rights, duties, and obligations described in this RFP shall be binding on either party until all relevant statutory provisions of the Ohio Revised Code, including, but not limited to, R.C. 126.07, have been complied with, and until such time as all necessary funds are available or encumbered and, when required, such expenditure of funds is approved by the Controlling Board of the State of Ohio, or in the event that grant funds are used, until such time that Health Impact Ohio or the CCHWE gives the Recipient written notice that such funds have been made available to Health Impact Ohio from the CCHWE's funding source.
- e. It is understood by the parties that the CCHWE is an entity of the State of Ohio and is subject to the Ohio Public Records Act, R.C. 149.43, et seq, and



that any record kept by the Center or Recipient that is deemed a public record under the law is subject to release if a proper request is made.

- f. Neither this RFP nor any rights, duties, or obligations described herein may be assigned or transferred in whole or in part by either party hereto without the prior written consent of the other party.
- g. This RFP contains the entire agreement between the parties hereto, shall not be construed to set a precedent for any future use by the Grantee, and shall not be modified, amended, or supplemented, or any rights herein waived, unless specifically agreed upon in writing by the parties hereto.
- h. This RFP may be executed in any number of counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.
- i. This RFP is not binding upon Health Impact Ohio or the CCHWE unless executed in full, and it is effective as of the latest date of signature by the Health Impact Ohio.
- j. In the event of any conflict between the terms and provisions of the body of this RFP and the Application or any exhibit hereto, the terms and provisions of the body of this RFP shall control.

XII. PROPOSALS MUST MEET THE FOLLOWING CRITERIA established by the CCHWE Board of Directors.

- a. Proposals must not exceed 8 pages in 12 pt. Times New Roman, 1-inch margins for the following mandatory components:
- b. Proposals must include each of the following items:
 - i. COVER LETTER (1 page) that includes:
 - 1. Organization's legal name
 - 2. Organization's Mission/Vision/Principles



3. Organization's Tax ID
4. Organization's Employer Identification Number (EIN)
5. Organization's Authorized Signature
- ii. PROPOSAL (Not more than 4 pages)
 1. Please identify the problem
 2. Address how your organization plans to address it
 3. Describe why this project is innovative
 4. Provide estimates of how many people served
 5. Describe your evaluation plan, the data you hope to collect (quantitative and qualitative) from such an innovative project
 6. Describe how the proposal addresses equity.
 7. Provide an initial project plan and timeframe.
 8. CCHWE has established Minority Business Enterprise (MBE) goals for this project of 15% MBE participation. Please provide information about any MBE participation for your company and/or any subcontractors.
- iii. PROJECT BUDGET (1 page)
 1. Excel spreadsheet Appendix A enclosed;
 - a. NOTE: Indirect costs not to exceed 12% of proposal budget.
 2. The total should be a not to exceed amount in order to ensure a fair comparison with other proposals.
- iv. BUDGET NARRATIVE (1 page)
- v. ASSURANCES DOCUMENT (1 page) Appendix B enclosed
- vi. RELEVANT ATTACHMENTS (can include)
 1. Audited Financials
 2. Ohio Vendor Identifier (if applicable)



3. Letters of Support (up to 3 optional)

- c. SUBMIT A PROPOSAL, the CCHWE Board of Directors has authorized Health Impact Ohio (HIO) to serve in a fiscal sponsor role to gather proposals and present all proposals to the CCHWE Vendor Subcommittee of the CCHWE Board.

The Vendor Subcommittee will review all the proposals and make recommendations to the full CCHWE Board for a vote. This review and approval process takes 30-60 days. For any questions, please contact Carrie Baker at HIO, carrie@healthimpactohio.org.

All submissions will be accepted via email only. Please send all documentation via email to Carrie Baker, carrie@healthimpactohio.org with the RFP Name and Project Number (located at the top of this RFP) in the subject line.



XIII. Grantee selection criteria

- a. As the mission of the CCHWE is “the CCHWE’s Mission, in partnership with Ohio’s CHWs, is to grow, strengthen, and support Ohio’s Community Health Workers to create a prepared, equitable and sustainable workforce” all applications submitted to the Health Impact Ohio will be reviewed for:

Components Measured for Grant Review Approval Process.	Possible Points (40)
Grantee met the grant component guidelines	5
Grantee identified the problem to be addressed	5
Grantee addressed how the organization plans to address the problem	5
Grantee described why or how the project is innovative	5
Grantee discussed estimates of how many people will be served	5
Grantee explained their plans for evaluation of their project, including collection of quantitative or qualitative data.	5
Grantee described how the proposal addresses equity	5
Grantee provided an initial project plan and timeframe	5

Numerical Rating for Proposal Objectives		
0 points	Does not meet	Proposal does not comply with requirements.
1 point	Weak	Response does not substantially meet requirements.
2 points	Moderate	Proposal meets most of the requirements but is weak.
3 points	Meets	Proposal meets all requirements.
4 points	Strong	Proposal substantially exceeds requirements.
5 points	Greatly Exceeds	Proposal significantly exceeds requirements.



APPENDIX A- PROJECT BUDGET (see spreadsheet offered with package)

APPENDIX B- Assurances to Meet CCHWE Board

COMMITMENT TO COMMUNITY HEALTH WORKERS

Grantee is committed to the Community Health Worker workforce as a vital component of the health care system in the state. The [VENDOR] regularly [TRAINS, WORKS WITH, ENGAGES IN X WAYS] Community Health Workers. This [WORK] includes deep involvement of Community Health Workers in the following ways [THE FOLLOWING ARE EXAMPLES. PLEASE ADD VENDOR SPECIFIC DETAILS AS A BULLETED LIST BELOW]:

- At least 1/3 of the advisory group for this assessment will be Community Health Workers.
- Multiple focus groups and a survey will target community health workers.
- Assessment findings will be presented to/reviewed by the Center of Community Health Worker Excellence Board. Results will also be shared with Ohio CHW Association, the HUB group Partnership for Advancing Community Health and others.



REQUEST FOR PROPOSAL (RFP)

RFP TITLE: Center for Community Health Worker Excellence CHW Retention RFP

PROJECT NUMBER: RETAIN121824

RFP ISSUANCE DATE: December 20, 2024

RFP CLOSING DATE: January 31, 2025

I. RFP PURPOSE

- a. The Center for Community Health Worker Excellence (CCHWE) was established in 2024 and is a public-private partnership to support and foster the practice of community health workers and improve access to community health worker services across this state. The Center is governed by Ohio Revised Code section 3701.0212. Community Health Workers (CHWs) are a growing and thriving workforce in the State of Ohio. CHWs are often working in high-intensity, often traumatic situations given the clients they serve in Ohio. These include the unhoused, those dealing with pregnancy and infant loss, the food insecure, those with lack of employment or under employment, those with unmet behavioral health or primary care needs, individuals with severe chronic conditions, those with language barriers, New Americans, the isolated or otherwise marginalized populations in Ohio. As CHWs are trusted individuals with previous lived experiences that often match their clients, the work can lead to extensive burnout and workforce turnover.

Applicants are permitted to submit more than one proposal. CCHWE may award all funds to one entity or may award funds to many entities.

The total amount to be disbursed will be two-hundred thousand dollars (\$200,000). If funds remain after all awards are made from this Request for Proposals, CCHWE anticipates that it will issue a new Request for Proposals.



II. DEFINITIONS

- a. **GRANTEE.** The Ohio local, county government or private agency that is seeking funds provided by the CCHWE through **Center for Community Health Worker Excellence CHW Retention RFP**

III. ELIGIBLE EXPENSES.

- a. This Competitive Request for Proposals is for programs, institutions, individuals and/or nonprofit associations to address the need to provide CHWs with coping, resiliency, safety and self-care skills and supports in order to maintain CHW health, balance and ultimately CHW workforce retention in Ohio. Proposals should be responsive to the guidelines that follow, as well as be specific to how they plan to support these CHW retention needs. Proposals to be considered include those that address CHW mental health, self-care, and self-efficacy in order to maintain high-quality job performance. Virtual or in-person trainings, sessions, and/or coaching will be considered. Please note, the CCHWE Board website allows a technology infrastructure for CHW mentorship that may be incorporated into the proposal if needed.

IV. INELIGIBLE EXPENSES.

- a. Direct technology provision to CHWs (i.e. laptops for students)
- b. Funding for employer practicum placements
- c. CHW Continuing Education support
- d. CHW Mentorship Programs
- e. CHW Workforce Studies
- f. CHW Technology Innovations or CHW online platform (website, social media, mapping technologies) as these items are prioritized in other RFPs issued by the Center for CHW Excellence.



V. GRANTEE RESPONSIBILITIES: The Grantee agrees to:

- a. Use the funds provided by Health Impact Ohio on behalf of the CCHWE in pursuant to the terms and conditions of this RFP only.
- b. Spend the funds transferred by Health Impact Ohio on behalf of the CCHWE on Eligible Expenses.
- c. Not spend the funds transferred by Health Impact Ohio on behalf of the CCHWE on Ineligible Expenses. Grantee shall repay any funds determined by Health Impact Ohio on behalf of CCHWE to have been spent on Ineligible Expenses or in a manner inconsistent with this RFP.
- d. Spend all the funds within 6 months of Grantee's notice of award of the funds or as otherwise indicated in the final contract between HIO and Grantee . Unexpended funds must be returned to Health Impact Ohio on behalf of the CCHWE.
- e. Provide a point of contact to Health Impact Ohio and the CCHWE for communication regarding this RFP.
- f. Adequately document spending of the funds in accordance with generally accepted accounting principles. Grantee agrees to maintain appropriate financial systems and procedures to meet all necessary requirements for GAAP, and other agency specific reporting requirements. Annual Financial Statement and Single Federal Audits are performed by external parties to ensure compliance with any regulatory requirement associated with sponsored projects and maintain good financial standing. All contract language reviewed in accordance with federal, state and institutional laws and policies.
- g. Send reports detailing all project expenses to date and summarizing the progress made to date on the project as required by the contract. If not otherwise defined, reports shall be made at 3 months and at end of the 6 month contract period. These reports should be emailed to carrie@healthimpactohio.org.
- h. During performance of this RFP and for a period of three (3) years after its completion, the Grantee agrees to maintain auditable records of all charges



pertaining to this RFP and to make such records available to Health Impact Ohio on behalf of the CCHWE as the CCHWE may reasonably require.

- i. CAMPAIGN CONTRIBUTIONS Grantee hereby certifies that neither Grantee nor any of the Grantee's partners, officers, directors or shareholders, nor the spouse of any such person, has made contributions to the campaign of the current CCHWE in excess of the limitations specified in R.C. 3517.13.

VI. CONFLICTS OF INTEREST.

- a. No personnel of Grantee who exercise any functions or responsibilities in connection with the review or approval of this Agreement or carrying out of any of the Work shall, prior to the completion of the Work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of the Work. Any such person who acquires an incompatible or conflicting personal interest on or after the effective date of this Agreement, or who involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to the [board or commission] in writing. Thereafter, he or she shall not participate in any action affecting the Work, unless the CCHWE shall determine in its sole discretion that, in light of the personal interest disclosed, his or her participation in any such action would not be contrary to the public interest.

VII. ETHICS COMPLIANCE.

- a. Grantee represents, warrants and certifies that it and its employees engaged in the administration or performance of this Agreement are knowledgeable of and understand the Ohio Ethics and Conflict of Interest laws. Grantee further represents, warrants, and certifies that neither Consultant nor any of its employees will do any act that is inconsistent with such laws.

VIII. TERM AND TERMINATION

- a. This RFP shall be effective on the date of final signature and shall terminate upon completion of the project and submission of the Results Report, or as otherwise agreed to by the parties in writing.
- b. Health Impact Ohio on behalf of the CCHWE, or the Grantee may suspend or terminate this MOU by giving 14 days written notice to the other party.



- c. Health Impact Ohio on behalf of the CCHWE may terminate this RFP immediately and at any time for any misuse of the funds as determined by Health Impact Ohio on behalf of the CCHWE in the Center for Community Health Worker sole discretion. Upon termination of this RFP pursuant to this paragraph, the Grantee must immediately cease all use of the funds and return the remaining funds to the Health Impact Ohio.

IX. LIABILITY

- a. Grantee, Health Impact Ohio and the CCHWE each agree to be responsible for any personal injury, trespass, or property damages caused solely by its negligent acts or omissions.
- b. In no event shall either party be liable to the other party for indirect, consequential, incidental, special or punitive damages, or lost profits.

X. RELATIONSHIP OF PARTIES

- a. It is fully understood and agreed that Grantee and Grantee's personnel are not employees of Health Impact Ohio or the CCHWE for purposes of State of Ohio retirement and other benefits. Except as otherwise expressly provided herein, neither party shall have the right to bind or obligate the other party in any manner without the other party's prior written consent.

XI. MISCELLANEOUS

- a. Grantee, in the execution of its duties and obligations under this RFP, agrees to comply with all applicable federal, state and local laws, rules, regulations and ordinances, including but not limited to, all applicable laws prohibiting trespass and illegal searches and seizures under the Fourth Amendment to the U.S. Constitution when cleaning up dump sites and preventing future dumping.



- b. Grantee affirms that it has all the approvals, licenses, or other qualifications needed to engage in this RFP.
- c. This RFP and the rights of the parties hereunder shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio.
- d. It is expressly understood and agreed by the parties that none of the rights, duties, and obligations described in this RFP shall be binding on either party until all relevant statutory provisions of the Ohio Revised Code, including, but not limited to, R.C. 126.07, have been complied with, and until such time as all necessary funds are available or encumbered and, when required, such expenditure of funds is approved by the Controlling Board of the State of Ohio, or in the event that grant funds are used, until such time that Health Impact Ohio or the CCHWE gives the Recipient written notice that such funds have been made available to Health Impact Ohio from the CCHWE's funding source.
- e. It is understood by the parties that the CCHWE is an entity of the State of Ohio and is subject to the Ohio Public Records Act, R.C. 149.43, et seq, and that any record kept by the Center or Recipient that is deemed a public record under the law is subject to release if a proper request is made.
- f. Neither this RFP nor any rights, duties, or obligations described herein may be assigned or transferred in whole or in part by either party hereto without the prior written consent of the other party.
- g. This RFP contains the entire agreement between the parties hereto, shall not be construed to set a precedent for any future use by the Grantee, and shall not be modified, amended, or supplemented, or any rights herein waived, unless specifically agreed upon in writing by the parties hereto.
- h. This RFP may be executed in any number of counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.



- i. This RFP is not binding upon Health Impact Ohio or the CCHWE unless executed in full, and it is effective as of the latest date of signature by the Health Impact Ohio.
 - j. In the event of any conflict between the terms and provisions of the body of this RFP and the Application or any exhibit hereto, the terms and provisions of the body of this RFP shall control.
- XII. PROPOSALS MUST MEET THE FOLLOWING CRITERIA established by the CCHWE Board of Directors.
 - a. Proposals must not exceed 8 pages in 12 pt. Times New Roman, 1-inch margins for the following mandatory components:
 - b. Proposals must include each of the following items:
 - i. COVER LETTER (1 page) that includes:
 - 1. Organization's legal name
 - 2. Organization's Mission/Vision/Principles
 - 3. Organization's Tax ID
 - 4. Organization's Employer Identification Number (EIN)
 - 5. Organization's Authorized Signature
 - ii. PROPOSAL (Not more than 4 pages)
 - 1. Please identify the problem
 - 2. Address how your organization plans to address it
 - 3. Describe why this project is innovative
 - 4. Provide estimates of how many people served
 - 5. Describe your evaluation plan, the data you hope to collect (quantitative and qualitative) from such an innovative project
 - 6. Describe how the proposal addresses equity.
 - 7. Provide an initial project plan and timeframe.



8. CCHWE has established Minority Business Enterprise (MBE) goals for this project of 15% MBE participation. Please provide information about any MBE participation for your company and/or any subcontractors.
- iii. PROJECT BUDGET (1 page)
 1. Excel spreadsheet Appendix A enclosed;
 - a. NOTE: Indirect costs not to exceed 12% of proposal budget.
 2. The total should be a not to exceed amount in order to ensure a fair comparison with other proposals.
 - iv. BUDGET NARRATIVE (1 page)
 - v. ASSURANCES DOCUMENT (1 page) Appendix B enclosed
 - vi. RELEVANT ATTACHMENTS (can include)
 1. Audited Financials
 2. Ohio Vendor Identifier (if applicable)
 3. Letters of Support (up to 3 optional)
 - c. SUBMIT A PROPOSAL, the CCHWE Board of Directors has authorized Health Impact Ohio (HIO) to serve in a fiscal sponsor role to gather proposals and present all proposals to the CCHWE Vendor Subcommittee of the CCHWE Board.

The Vendor Subcommittee will review all the proposals and make recommendations to the full CCHWE Board for a vote. This review and approval process takes 30-60 days. For any questions, please contact Carrie Baker at HIO, carrie@healthimpactohio.org.

All submissions will be accepted via email only. Please send all documentation via email to Carrie Baker, carrie@healthimpactohio.org with the RFP Name and Project Number (located at the top of this RFP) in the subject line.



XIII. Grantee selection criteria

- a. As the mission of the CCHWE is “the CCHWE’s Mission, in partnership with Ohio’s CHWs, is to grow, strengthen, and support Ohio’s Community Health Workers to create a prepared, equitable and sustainable workforce” all applications submitted to the Health Impact Ohio will be reviewed for:

Components Measured for Grant Review Approval Process.	Possible Points (40)
Grantee met the grant component guidelines	5
Grantee identified the problem to be addressed	5
Grantee addressed how the organization plans to address the problem	5
Grantee described why or how the project is innovative	5
Grantee discussed estimates of how many people will be served	5
Grantee explained their plans for evaluation of their project, including collection of quantitative or qualitative data.	5
Grantee described how the proposal addresses equity	5
Grantee provided an initial project plan and timeframe	5

Numerical Rating for Proposal Objectives		
0 points	Does not meet	Proposal does not comply with requirements.
1 point	Weak	Response does not substantially meet requirements.
2 points	Moderate	Proposal meets most of the requirements but is weak.
3 points	Meets	Proposal meets all requirements.
4 points	Strong	Proposal substantially exceeds requirements.
5 points	Greatly Exceeds	Proposal significantly exceeds requirements.



APPENDIX A- PROJECT BUDGET (see spreadsheet offered with package)

APPENDIX B- Assurances to Meet CCHWE Board

COMMITMENT TO COMMUNITY HEALTH WORKERS

Grantee is committed to the Community Health Worker workforce as a vital component of the health care system in the state. The [VENDOR] regularly [TRAINS, WORKS WITH, ENGAGES IN X WAYS] Community Health Workers. This [WORK] includes deep involvement of Community Health Workers in the following ways [THE FOLLOWING ARE EXAMPLES. PLEASE ADD VENDOR SPECIFIC DETAILS AS A BULLETED LIST BELOW]:

- At least 1/3 of the advisory group for this assessment will be Community Health Workers.
- Multiple focus groups and a survey will target community health workers.
- Assessment findings will be presented to/reviewed by the Center of Community Health Worker Excellence Board. Results will also be shared with Ohio CHW Association, the HUB group Partnership for Advancing Community Health and others.



REQUEST FOR PROPOSAL (RFP)

RFP TITLE: Center for Community Health Worker Excellence CHW Mentorship RFP

RFP PROJECT NUMBER: MENTOR121824

RFP ISSUANCE DATE: December 20, 2024

RFP CLOSING DATE: January 31, 2025

I. RFP PURPOSE

Community Health Workers (CHWs) are a growing and thriving workforce in the State of Ohio. CHWs have identified a need for more CHW mentorship programs, including opportunities for ongoing, individual, trusted, one-on-one or small group connections to each other to support their high-intensity, front-line work with some of Ohio's most vulnerable citizens. This Competitive Request for Proposals is for programs, institutions, individuals and/or nonprofit associations to address this need. Proposals should be responsive to the guidelines that follow, as well as be specific to how they plan to support CHW mentorship connections

Applicants are permitted to submit more than one proposal. CCHWE may award all funds to one entity or may award funds to many entities.

The total amount to be disbursed will be forty-six thousand dollars (\$46,000). If funds remain after all awards are made from this Request for Proposals, CCHWE anticipates that it will issue a new Request for Proposals.

II. DEFINITIONS

- a. **GRANTEE.** The Ohio local, county government or private agency that is seeking funds provided by the CCHWE through **Center for Community Health Worker Excellence CHW Mentorship RFP.**



III. ELIGIBLE EXPENSES.

- a. Proposals to be considered include those that intend to create small group gatherings, virtual consultations/engagements among CHWs, identify how CHWs can self-identify as mentees/mentors, describe the intended number of CHWs involved, potential training/cultivation of CHW mentors, and how the program intends to evaluate CHW mentorship satisfaction.
- b. The award ceiling for proposals is \$46,000.

IV. INELIGIBLE EXPENSES.

- a. Direct technology provision to CHWs (i.e. laptops for students)
- b. CHW Continuing Education support
- c. CHW Certification Training
- d. CHW Certification Training Employer Practicum Placement funds
- e. CHW Workforce Studies
- f. CHW online platform (website, social media, mapping technologies) as these items are prioritized in other RFPs issued by the Center for CHW Excellence.

V. GRANTEE RESPONSIBILITIES: The Grantee agrees to:

- a. Use the funds provided by Health Impact Ohio on behalf of the CCHWE in pursuant to the terms and conditions of this RFP only.
- b. Spend the funds transferred by Health Impact Ohio on behalf of the CCHWE on Eligible Expenses.
- c. Not spend the funds transferred by Health Impact Ohio on behalf of the CCHWE on Ineligible Expenses. Grantee shall repay any funds determined by Health Impact Ohio on behalf of CCHWE to have been spent on Ineligible Expenses or in a manner inconsistent with this RFP.
- d. Spend all the funds within 6 months of Grantee's notice of award of the funds or as otherwise indicated in the final contract between HIO and Grantee . Unexpended funds must be returned to Health Impact Ohio on behalf of the CCHWE.



- e. Provide a point of contact to Health Impact Ohio and the CCHWE for communication regarding this RFP.
- f. Adequately document spending of the funds in accordance with generally accepted accounting principles. Grantee agrees to maintain appropriate financial systems and procedures to meet all necessary requirements for GAAP, and other agency specific reporting requirements. Annual Financial Statement and Single Federal Audits are performed by external parties to ensure compliance with any regulatory requirement associated with sponsored projects and maintain good financial standing. All contract language reviewed in accordance with federal, state and institutional laws and policies.
- g. Send reports detailing all project expenses to date and summarizing the progress made to date on the project as required by the contract. If not otherwise defined, reports shall be made at 3 months and at end of the 6 month contract period. These reports should be emailed to carrie@healthimpactohio.org.
- h. During performance of this RFP and for a period of three (3) years after its completion, the Grantee agrees to maintain auditable records of all charges pertaining to this RFP and to make such records available to Health Impact Ohio on behalf of the CCHWE as the CCHWE may reasonably require.
- i. CAMPAIGN CONTRIBUTIONS Grantee hereby certifies that neither Grantee nor any of the Grantee's partners, officers, directors or shareholders, nor the spouse of any such person, has made contributions to the campaign of the current CCHWE in excess of the limitations specified in R.C. 3517.13.

VI. CONFLICTS OF INTEREST.

- a. No personnel of Grantee who exercise any functions or responsibilities in connection with the review or approval of this Agreement or carrying out of any of the Work shall, prior to the completion of the Work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of the Work. Any such person who acquires an incompatible or conflicting personal interest on or after the effective date of this Agreement, or who involuntarily acquires any



such incompatible or conflicting personal interest, shall immediately disclose his or her interest to the [board or commission] in writing. Thereafter, he or she shall not participate in any action affecting the Work, unless the CCHWE shall determine in its sole discretion that, in light of the personal interest disclosed, his or her participation in any such action would not be contrary to the public interest.

VII. ETHICS COMPLIANCE.

- a. Grantee represents, warrants and certifies that it and its employees engaged in the administration or performance of this Agreement are knowledgeable of and understand the Ohio Ethics and Conflict of Interest laws. Grantee further represents, warrants, and certifies that neither Consultant nor any of its employees will do any act that is inconsistent with such laws.

VIII. TERM AND TERMINATION

- a. This RFP shall be effective on the date of final signature and shall terminate upon completion of the project and submission of the Results Report, or as otherwise agreed to by the parties in writing.
- b. Health Impact Ohio on behalf of the CCHWE, or the Grantee may suspend or terminate this MOU by giving 14 days written notice to the other party.
- c. Health Impact Ohio on behalf of the CCHWE may terminate this RFP immediately and at any time for any misuse of the funds as determined by Health Impact Ohio on behalf of the CCHWE in the Center for Community Health Worker sole discretion. Upon termination of this RFP pursuant to this paragraph, the Grantee must immediately cease all use of the funds and return the remaining funds to the Health Impact Ohio.

IX. LIABILITY

- a. Grantee, Health Impact Ohio and the CCHWE each agree to be responsible for any personal injury, trespass, or property damages caused solely by its negligent acts or omissions.
- b. In no event shall either party be liable to the other party for indirect, consequential, incidental, special or punitive damages, or lost profits.

X. RELATIONSHIP OF PARTIES



- a. It is fully understood and agreed that Grantee and Grantee's personnel are not employees of Health Impact Ohio or the CCHWE for purposes of State of Ohio retirement and other benefits. Except as otherwise expressly provided herein, neither party shall have the right to bind or obligate the other party in any manner without the other party's prior written consent.

XI. MISCELLANEOUS

- a. Grantee, in the execution of its duties and obligations under this RFP, agrees to comply with all applicable federal, state and local laws, rules, regulations and ordinances, including but not limited to, all applicable laws prohibiting trespass and illegal searches and seizures under the Fourth Amendment to the U.S. Constitution when cleaning up dump sites and preventing future dumping.
- b. Grantee affirms that it has all the approvals, licenses, or other qualifications needed to engage in this RFP.
- c. This RFP and the rights of the parties hereunder shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio.
- d. It is expressly understood and agreed by the parties that none of the rights, duties, and obligations described in this RFP shall be binding on either party until all relevant statutory provisions of the Ohio Revised Code, including, but not limited to, R.C. 126.07, have been complied with, and until such time as all necessary funds are available or encumbered and, when required, such expenditure of funds is approved by the Controlling Board of the State of Ohio, or in the event that grant funds are used, until such time that Health Impact Ohio or the CCHWE gives the Recipient written notice that such funds have been made available to Health Impact Ohio from the CCHWE's funding source.
- e. It is understood by the parties that the CCHWE is an entity of the State of Ohio and is subject to the Ohio Public Records Act, R.C. 149.43, et seq, and



that any record kept by the Center or Recipient that is deemed a public record under the law is subject to release if a proper request is made.

- f. Neither this RFP nor any rights, duties, or obligations described herein may be assigned or transferred in whole or in part by either party hereto without the prior written consent of the other party.
- g. This RFP contains the entire agreement between the parties hereto, shall not be construed to set a precedent for any future use by the Grantee, and shall not be modified, amended, or supplemented, or any rights herein waived, unless specifically agreed upon in writing by the parties hereto.
- h. This RFP may be executed in any number of counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.
- i. This RFP is not binding upon Health Impact Ohio or the CCHWE unless executed in full, and it is effective as of the latest date of signature by the Health Impact Ohio.
- j. In the event of any conflict between the terms and provisions of the body of this RFP and the Application or any exhibit hereto, the terms and provisions of the body of this RFP shall control.

XII. PROPOSALS MUST MEET THE FOLLOWING CRITERIA established by the CCHWE Board of Directors.

- a. Proposals must not exceed 8 pages in 12 pt. Times New Roman, 1-inch margins for the following mandatory components:
- b. Proposals must include each of the following items:
 - i. COVER LETTER (1 page) that includes:
 - 1. Organization's legal name
 - 2. Organization's Mission/Vision/Principles
 - 3. Organization's Tax ID
 - 4. Organization's Employer Identification Number (EIN)



5. Organization's Authorized Signature
- ii. PROPOSAL (Not more than 4 pages)
 1. Please identify the problem
 2. Address how your organization plans to address it
 3. Describe why this project is innovative
 4. Provide estimates of how many people served
 5. Describe your evaluation plan, the data you hope to collect (quantitative and qualitative) from such an innovative project
 6. Describe how the proposal addresses equity.
 7. Provide an initial project plan and timeframe.
 8. CCHWE has established Minority Business Enterprise (MBE) goals for this project of 15% MBE participation. Please provide information about any MBE participation for your company and/or any subcontractors.
- iii. PROJECT BUDGET (1 page)
 1. Excel spreadsheet Appendix A enclosed;
 - a. NOTE: Indirect costs not to exceed 12% of proposal budget.
 2. The total should be a not to exceed amount in order to ensure a fair comparison with other proposals.
- iv. BUDGET NARRATIVE (1 page)
- v. ASSURANCES DOCUMENT (1 page) Appendix B enclosed
- vi. RELEVANT ATTACHMENTS (can include)
 1. Audited Financials
 2. Ohio Vendor Identifier (if applicable)
 3. Letters of Support (up to 3 optional)



- c. SUBMIT A PROPOSAL, the CCHWE Board of Directors has authorized Health Impact Ohio (HIO) to serve in a fiscal sponsor role to gather proposals and present all proposals to the CCHWE Vendor Subcommittee of the CCHWE Board.

The Vendor Subcommittee will review all the proposals and make recommendations to the full CCHWE Board for a vote. This review and approval process takes 30-60 days. For any questions, please contact Carrie Baker at HIO, carrie@healthimpactohio.org.

All submissions will be accepted via email only. Please send all documentation via email to Carrie Baker, carrie@healthimpactohio.org with the RFP Name and Project Number (located at the top of this RFP) in the subject line.



XIII. Grantee selection criteria

- a. As the mission of the CCHWE is “the CCHWE’s Mission, in partnership with Ohio’s CHWs, is to grow, strengthen, and support Ohio’s Community Health Workers to create a prepared, equitable and sustainable workforce” all applications submitted to the Health Impact Ohio will be reviewed for:

Components Measured for Grant Review Approval Process.	Possible Points (40)
Grantee met the grant component guidelines	5
Grantee identified the problem to be addressed	5
Grantee addressed how the organization plans to address the problem	5
Grantee described why or how the project is innovative	5
Grantee discussed estimates of how many people will be served	5
Grantee explained their plans for evaluation of their project, including collection of quantitative or qualitative data.	5
Grantee described how the proposal addresses equity	5
Grantee provided an initial project plan and timeframe	5

Numerical Rating for Proposal Objectives		
0 points	Does not meet	Proposal does not comply with requirements.
1 point	Weak	Response does not substantially meet requirements.
2 points	Moderate	Proposal meets most of the requirements but is weak.
3 points	Meets	Proposal meets all requirements.
4 points	Strong	Proposal substantially exceeds requirements.
5 points	Greatly Exceeds	Proposal significantly exceeds requirements.



APPENDIX A- PROJECT BUDGET (see spreadsheet offered with package)

APPENDIX B- Assurances to Meet CCHWE Board

COMMITMENT TO COMMUNITY HEALTH WORKERS

Grantee is committed to the Community Health Worker workforce as a vital component of the health care system in the state. The [VENDOR] regularly [TRAINS, WORKS WITH, ENGAGES IN X WAYS] Community Health Workers. This [WORK] includes deep involvement of Community Health Workers in the following ways [THE FOLLOWING ARE EXAMPLES. PLEASE ADD VENDOR SPECIFIC DETAILS AS A BULLETED LIST BELOW]:

- At least 1/3 of the advisory group for this assessment will be Community Health Workers.
- Multiple focus groups and a survey will target community health workers.
- Assessment findings will be presented to/reviewed by the Center of Community Health Worker Excellence Board. Results will also be shared with Ohio CHW Association, the HUB group Partnership for Advancing Community Health and others.