

# Community-Based Workforce: Training & Capacity Building Funding Opportunity | November 2024 - 2026

## Funding Purpose & Overview

Olympic Community of Health (OCH) seeks to allocate funding to health-serving partners across the Olympic region (Clallam, Jefferson, and Kitsap counties) to support, train, and build capacity for the region’s Community-Based Workforce (and their direct supervisors). This is a rolling funding opportunity available until funds run out. Partners may apply for short-term funding as they have needs and capacity.

*Note: Partners who have a contract with OCH to serve as a Care Coordination Partner are NOT eligible for this funding as dollars to support the Community-Based Workforce are already embedded in those contracts.*

The Community-Based Workforce or CBW is a broad term used to identify the on-the-ground workforce that is dedicated to helping connect people to the care and support they need to thrive. This workforce goes by many job titles including Community Health Worker, Case Manager, Care Coordinator, Outreach Coordinator, Peer Navigator, and more.

## What is Olympic Community of Health?

Olympic Community of Health (OCH) is a non-profit organization serving the three-county region of Clallam, Jefferson, and Kitsap counties with partnerships with seven sovereign Tribal nations. **OCH’s goal is to improve individual and population health and advance equity by addressing the determinants of health.**

Olympic Community of Health   <a href="http://OlympicCH.org">OlympicCH.org</a>		
Purpose	Vision	Mission
To tackle health issues that no single sector or Tribe can tackle alone	A healthier, more equitable three-county region	To solve health problems through collaborative action

## What is Olympic Connect?

*Olympic Connect* is a new service of Olympic Community of Health that is expected to launch in early 2025. *Olympic Connect* is a Community Care Hub (CCH) or a community-centered entity that supports a network of partners providing services and resources to address social needs, centralizes administrative functions and infrastructure, and has relationships with and understands the capacities of local organizations and fosters cross-sector collaboration.

*Olympic Connect* aims to add value throughout the region by creating a more coordinated, systemic, and data-driven approach to how we address social needs like housing, financial strain, access to healthy, affordable food, access to the full spectrum of care, transportation, and more in

culturally appropriate and accessible ways. By helping community members address their social needs, we help all communities thrive. The Community-Based Workforce is integral to the success of this work. *Olympic Connect* strengthens the connections between community members and the resources and services they need to thrive. [Learn more about Olympic Connect.](#)

Through this funding opportunity, OCH aims to identify health-serving partners throughout the three-county region interested in growing capacity of the Community-Based Workforce, both directly and through internal systems change.

### Eligible Use of Funds

OCH seeks to allocate short-term funding to partners across the region to improve how we recruit, develop, engage, and retain the Community-Based Workforce. Applications must demonstrate a direct benefit for this workforce and/or their direct supervisors. Partner applicants will identify one or more of the following based on their capacity and workforce needs. Below, OCH has identified *potential* uses of these funds and applicants are encouraged to be creative and align funding requests with current needs.

Project Type	Potential Projects
Community-Based Workforce: Recruit	<ul style="list-style-type: none"> <li>• Create or improve job descriptions and recruitment methods to hire a diverse and culturally competent CBW.</li> <li>• Expand creative outreach to recruit for the CBW and/or their direct supervisors.</li> <li>• Create or improve initial onboarding for CBW and/or their direct supervisors.</li> </ul>
Community-Based Workforce: Develop	<ul style="list-style-type: none"> <li>• Purchase or create training content to support learning and development.</li> <li>• Collaborate with other partners in the region to bring training to the region in support of the CBW and/or their direct supervisors.</li> <li>• Create sustainable paths for development through continuing education units or other higher education.</li> </ul>
Community-Based Workforce: Retain	<ul style="list-style-type: none"> <li>• Create or enhance internal career ladders to support long-term retention.</li> <li>• Collaborate with an educational institution to create certificates or other career paths for the CBW and/or their direct supervisors.</li> <li>• Create and sustain a recognition program for the CBW and/or their direct supervisors.</li> </ul>
Community-Based Workforce: Direct Supervisors	<ul style="list-style-type: none"> <li>• Enhance collaboration and sharing amongst direct CBW supervisors – internally or with other regional partners.</li> </ul>
Community-Based Workforce: Engage	<ul style="list-style-type: none"> <li>• Propose a training that enhances collaboration and engagement across CBWs in the region.</li> <li>• Propose a peer mentorship workshop or other opportunity to foster networking and collaboration amongst the CBW.</li> <li>• Create shareable content to create excitement and positivity for CBW careers (videos, etc.).</li> </ul>

Internal Systems Change	<ul style="list-style-type: none"> <li>• Create improved workflows, policies, and procedures that benefit the CBW and/or their direct supervisors.</li> <li>• Adapt or update internal policies to create a more trauma-informed workspace.</li> </ul>
You Tell Us!	<ul style="list-style-type: none"> <li>• Partners are encouraged to be creative and innovative and submit applications outside of these project areas in alignment with the broad intent and audience of this funding opportunity.</li> </ul>

## Eligibility

Organizations, Tribes, and governmental entities in the Olympic region (Clallam, Jefferson, Kitsap counties) who employ members of the Community-Based Workforce and their direct supervisors that work to advance health through collaborative action are eligible to apply under this funding opportunity. Applicants must be in good financial standing, have presence in the Olympic region, and be an established legal entity in Washington State. There is room for everyone in this important work, whether you're a health provider, Tribe, civic institution, or another community-based organization.

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## Role of Olympic Community of Health

OCH will provide the following roles and functions to support contracted partners under *Olympic Connect*:

- Provide support and technical assistance to partners as requested.
- Identify areas of potential overlap between and among partners to create synergies and opportunities for collaboration.
- Provide a variety of opportunities for learning and convening to foster peer sharing, connecting, and cross-pollination of efforts.
- Contract monitoring in alignment with funder, state, and federal policies and in accordance with the approved scope of work and budget.

## Geographic Distribution

Olympic Community of Health serves the three-county region of Clallam, Jefferson, and Kitsap counties and seeks to allocate dollars in all communities and corners of the region.

## Funding Model & Budget

Olympic Community of Health has set aside \$250,000 for this rolling funding opportunity for 2025-2026. Funding will be provided through a contract with OCH. Funded contracts will be paid on a cost reimbursement model; partners will be asked to submit regular invoices for review, approval, and payment by OCH. Contracted partners may subcontract as desired. When submitting an

application, partners must submit a detailed budget in Microsoft Excel. Partners will also submit a final report summarizing successes, challenges, and plans for sustainability.

There is not an explicit funding cap for an application. Applicants should request a reasonable funding amount commensurate with the scope and scale of the proposed project, and the estimated number of the Community-Based Workforce and/or their direct supervisors that will be reached. This is intended to be short-term funding. Funding is available through 2026 or until funds run out.

## Timeline

Timeframe	Step	Notes
<b>November 4, 2024</b>	Funding opportunity released	
<b>November 4, 2024-December 2026</b>	Frequently asked questions (FAQ) and responses available online	<a href="#">FAQ Document</a>
<b>Ongoing after December 2, 2024</b>	Applications due	Submit to: <a href="mailto:Connect@OlympicCH.org">Connect@OlympicCH.org</a>
<b>2 weeks following application receipt</b>	Application review and scoring	
<b>3 weeks following application receipt</b>	Notification of application status and funding decision	
<b>Upon project completion</b>	Final project report deadline	OCH will send the template in advance.

## Scoring and Evaluation Criteria

**Applications:** OCH staff will conduct a technical review to ensure applications include all required information. Partners will receive notification of receipt of complete application or requests for additional information. Incomplete applications will not be reviewed or scored.

Each application will be reviewed by OCH staff members and scored based on the following criteria:

Element	Top scoring responses will demonstrate:	Points Available
Rationale & potential impact of selected project	<ul style="list-style-type: none"> <li>A clear proposal and rationale behind the selected project, including specific needs or gaps it addresses within the community-based workforce.</li> <li>The project will create a lasting impact through continued action, such as sustained policy improvements, lasting changes in practices, or ongoing conversations that drive meaningful change beyond the project's completion.</li> <li>The project clearly explains how this project will collaborate with existing efforts, projects, and expertise, making efficient use of resources and avoiding duplication.</li> </ul>	10

Budget, scope & scale	<ul style="list-style-type: none"> <li>• A budget approach that is commensurate with the scale and scope of the project, geographic area, and number of community-based workers to be reached.</li> <li>• It is clear who will benefit from the project, with a reasonable estimate of how many people will be reached.</li> <li>• Costs are appropriate and reflect the expected outcomes, demonstrating a balanced and thoughtful approach to resource allocation.</li> </ul>	10
Innovation	<ul style="list-style-type: none"> <li>• A strategy for evaluating the effectiveness and impact of the initiative including feedback mechanisms from the community-based workforce to ensure continuous improvement.</li> <li>• The project introduces new or creative approaches that address existing challenges within the community-based workforce.</li> </ul>	10
Equity	<ul style="list-style-type: none"> <li>• The project promotes equity and cultural competency fostering a more trauma-informed, supportive, inclusive, and equitable workplace.</li> </ul>	10
<b>Total points available</b>		<b>40</b>

OCH staff will consider application and scores and will aim to allocate funding throughout the region and to a variety of partner types. Additionally, considerations of the scale and scope of the project will determine final funding allocation.

Reviewers may reach out to applicants for clarifying or additional information.

### Application Technical Assistance

- **FAQ:** A [Frequently Asked Questions](#) document will be updated regularly throughout the two-year time period.
- **Email:** [Connect@OlympicCH.org](mailto:Connect@OlympicCH.org) – send us any questions and we will respond within 1-2 business days and will update the FAQ document accordingly.

### Contract Requirements

In an effort to aid in transparency and clarity, applicants should be aware of the following elements that will be required as a part of contracting with OCH for this work:

- Prior to contracting, OCH will certify that the applicant is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded in any Federal department or agency from participating in contract transactions.
- Contractors must provide proof of insurance coverage including commercial general liability insurance and automobile liability coverage. Coverage must be issued by a company authorized to do business in Washington State.
- Contractors must provide OCH with a current, completed W-9.
- OCH processes payments electronically. Contractors will be required to provide banking information for automatic payments.

- Partners must submit monthly invoices and payments based on a cost-reimbursement model.
- Tools, materials, or resources created with these funds may be made available to other partners in the region.

## Application Process

Complete applications include the following elements:

- Completed [written application \(downloadable Microsoft Word document\)](#)
- Completed budget submitted in Microsoft Excel (Applicant to determine format)

Submit anytime between December 2, 2024 and through 2026. Submit completed applications and budgets to [Connect@OlympicCH.org](mailto:Connect@OlympicCH.org).