

**Replication and Expansion of the  
Certified Pathways Community HUB  
Model RFP – FY2016-17**

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OHIO COMMISSION ON  
MINORITY HEALTH



# Overview of Presentation



## Introduction

Commission Background

HUB Background



## Eligibility



## Grant Participation Requirements



## Funding



## Proposal Format



## Proposal Preparation



## Request For Proposal



# Introduction

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# Background

## Ohio Commission on Minority Health

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- In February 1986 the Governor's Task Force on Black and Minority Health was appointed to determine the reasons why a disparity existed between the health status of minority and non-minority Ohioans and to recommend methods to remediate the disparity.

## Commission Background - Continued

The Commission was established by Amended Substitute House Bill 171 and commenced on July 1, 1987.



The Commission was interested in funding projects which were innovative, culturally sensitive and specific in their approach toward reduction of the incidence and severity of those diseases or conditions which are responsible for excess morbidity and mortality in minority populations.

# Commission Background - Continued

Amended Substitute House Bill 64  
FY2016 -2017 Ohio Biennial Budget  
Effective July 1, 2015

## INITIATED

\*The Commission initiated a funding request for \$4.1 million to expand and replicate the Certified Pathways HUB Model

## APPROVED in Budget Bill

**\*The OCMH was approved for \$2 million to expand and replicate the Certified Pathways HUB Model**

# Background

## Certified Pathways Community HUB Model

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The Community HUB model employs community care coordinators who connect at-risk individuals to evidence-based care through the use of individualized care Pathways designed to produce healthy outcomes to include reduced infant mortality rates, healthier mothers and babies, reduced health care costs and more babies reaching their **first birthday.**

## Pathways HUB Background - Continued

Other unique features of the Pathways HUB model include the following:

Comprehensive assessment  
of individual risk

Promotion of timely and  
efficient delivery of care  
coordination services to an  
identified population  
assuring identified risk  
factors are addressed

Reduction in service  
duplication through use of  
a Community HUB

Monitoring of risk over  
time

Outcome based payments  
for care coordination  
services

10-15%

Health  
Care

Behavioral  
Health

Health Insurance  
Primary Care  
Specialty Care  
Screenings

Healthy

Substance use  
Depression  
Domestic Violence  
Anxiety



Employment

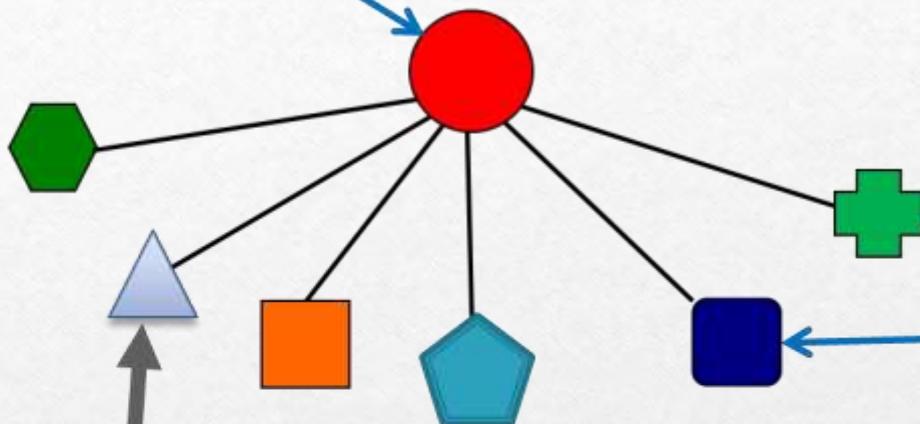
Social  
Services

Job Readiness  
Self Esteem  
Application help  
Resources

Education

Childhood  
Adult  
Personal Health  
Employment

Community  
HUB



Care  
coordination  
agencies



Mom



Community Care  
Coordinator

Regional organization  
and tracking of care  
coordination

**1- Find**

Target Population - Find  
those at greatest risk

**2 - Treat**

Confirm connection to  
evidence-based care

**3 - Measure**

Measure the results:  
***OUTCOMES***

## 20 Core Pathways – National Certification

- Adult Education
- Employment
- Health Insurance
- Housing
- Medical Home
- Medical Referral
- Medication Assessment
- Medication Management
- Smoking Cessation
- Social Service Referral
- Behavioral Referral
- Developmental Screening
- Developmental Referral
- Education
- Family Planning
- Immunization Screening
- Immunization Referral
- Lead Screening
- Pregnancy
- Postpartum

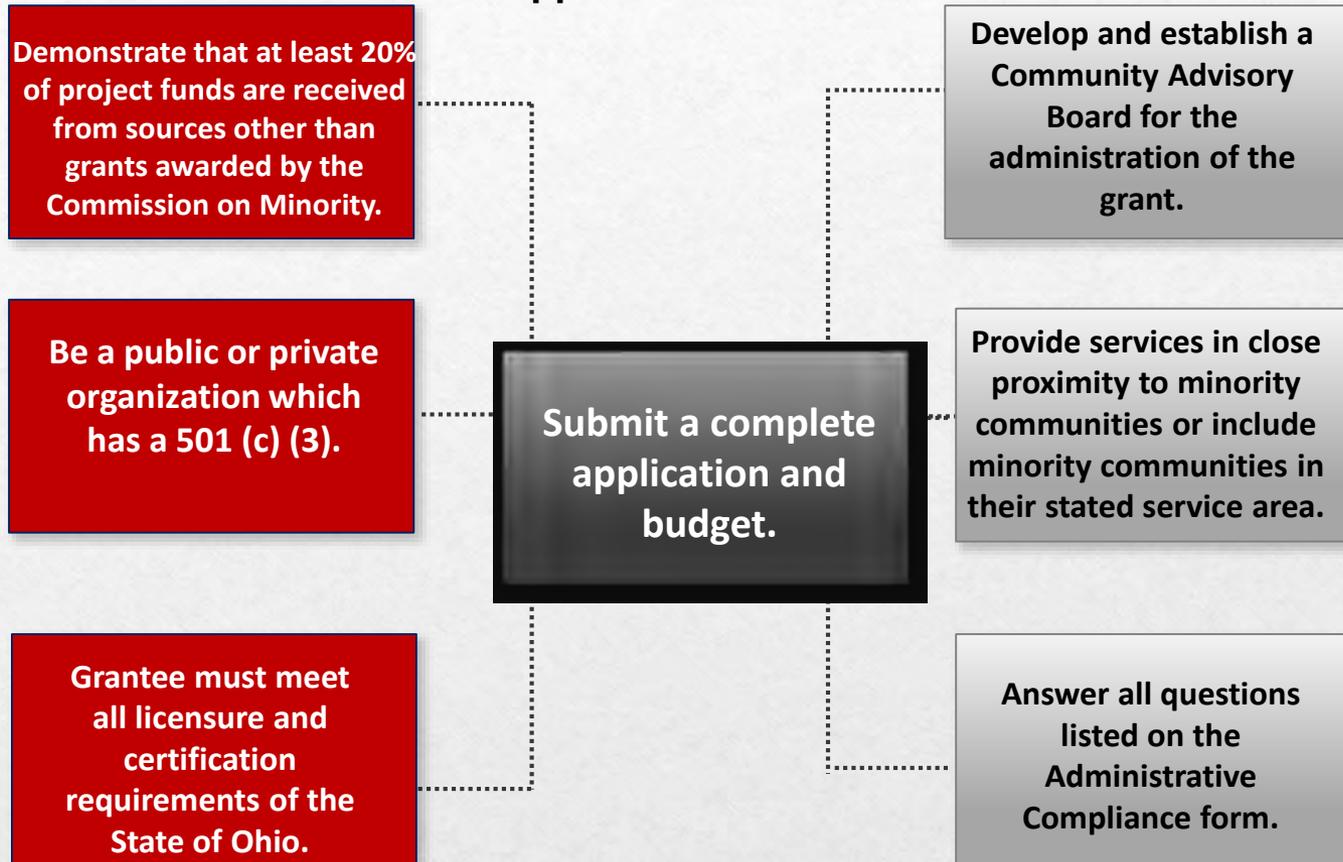
# Applicant eligibility

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## ELIGIBILITY

Priority will be given to grant applicants who develop services in accordance with the mission of the Commission. To receive consideration for funding, applicants must:



Also, be in **GOOD STANDING** with the State of Ohio Department of Taxation (<http://www.tax.ohio.gov/>)

## INELIGIBILITY

The following are ineligible for funding consideration:

- Individuals.
- National organizations: local chapters or affiliates of national organizations may be eligible if they meet the definition of a "community-based health group."
- Organizations applying for the sole purpose of acquiring funds to supplement existing programs without any plan for enlarging their scope of work.
- Organizations in the process of creating or starting a "community-based health group" for the sole purpose of applying for grants from the Commission.



The Commission will  
not consider funding  
for proposals:

- Which seek funding to support residential services;
  - When treatment constitutes the primary service;
  - Which request funds for the purpose of construction or renovation;
  - To conduct research and/or studies independent of service delivery;
  - Which are legislatively mandated and funded by other public dollars;
  - Exclusively designed to conduct conferences or workshops;
- or
- Agencies, previously funded by the Commission on a fiscal year or biennial grant award using the same model to continue service delivery.
  - Agencies, previously funded by the Commission on a fiscal year or biennial grant award, with a modified model that did not obtain at least 75% of cash funding of the original award from an external source.

# Grant Participation Requirements

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# Grant Participation Requirements

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1. New HUB Grantees must agree to:
  - a. Participate in HUB model orientation training.
  - b. Implement recruiting and hiring of staff within the first month of funding.
  - c. Adopt and implement the Pathways Community HUB model within 90 days of funding.
  - d. Begin the certification process within 6 months of Pathways HUB model service implementation (The costs related to the certification process is an allowable costs up to \$15,000 in Year two – see Appendix B certification cost information.)
  - e. Obtain Certification no later than May 2017.
  - f. New Pathways Community HUB applicants and identified HUB care coordination agencies must agree to replicate the Model and participate in HUB Model training and mentoring process.
  - g. Participate in on-going communication with assigned “Existing HUB”.

# Grant Participation Requirements

2. All grantees must participate on monthly statewide HUB calls on a standing date to be shared in the AOT.
3. Existing Pathways Community HUB applicants must:
  - a. Obtain certification prior to receipt of funding
  - b. Coordinate with the OCMH to provide HUB orientation training
  - c. Agree to mentor an assigned agency implementing a new HUB replication
  - d. Establish required on-going regular communication with the assigned “New HUB”
  - e. Expand HUB service delivery within one month of funding
  - f. Provide Pathways care coordination services within the first month of funding to the targeted at-risk population
  - g. Expand staff as needed within the first month of funding

# Grant Participation Requirements

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4. All funded grantees must comprehensively address reduction/elimination of known risk factors through the implementation of the 20 Pathways and monitor these risk factors through a quality improvement program and data submission in a required data system.
5. All funded grantees must participate in the OCMH Minority Health Month Expo activity for 2016/ 2017. This statewide visibility campaign is held each year Columbus Ohio on the last Thursday in March of 2016 and 2017. In an effort to raise awareness about health disparities, OCMH funded agencies are required to set up a display table at the annual event.
6. All grantees must create or maintain a Community Pathways HUB Advisory Board. This Community Advisory Board shall include no less than one member who has received services from the community HUB.
7. Each existing HUB must deliver services to a minimum of 125 at-risk pregnant women prioritizing minority women within FY16.
8. Each new HUB must deliver services to a minimum of 50 at-risk pregnant women prioritizing minority women within FY 16.

# Grant Participation Requirements

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The Ohio Commission on Minority Health expects successful applicants will be able to meet the following grant requirements:

9. All grant recipients must read, sign and complete the Acknowledgement of Terms (AOT) to include addressing assigned program and fiscal special conditions. The Acknowledgement of Terms will be provided to grant recipients after the awarding of the grant.
10. All grantees must attend a mandatory four day, grant start up orientation and Community Pathways HUB training in Columbus, Ohio. Therefore, applicants must account for travel, meal and lodging within their program budget. The State will reimburse based on rates for lodging within the Continental United States (CONUS) set by the federal General Administration (GSA). Mileage reimbursement may not exceed the State of Ohio rate of \$.52 per mile.
11. All funded agencies must agree to enter their data into the Care Coordination System which was developed for the HUB Pathways Model. <http://carecoordinationsystems.com/>. (The costs related to Care Coordination Systems are estimated to be up to \$25,000 per year; pro-rated as needed. This is an allowable cost.)
12. All funded agencies must provide the Commission's Research Evaluation Enhancement Program (REEP) access to their data within the Care Coordination System to allow for review, analysis, and monitoring of aggregate data and related information.
13. All funded agencies must track, monitor and report on client services and pathways and provide updates to the CCS data system in a timely manner to ensure monthly reports are accurate.
14. All grantees must provide quarterly program, fiscal and evaluation reports to update the Commission on program progress and outcomes to date.

# Grant Participation Requirements

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15. Each existing HUB must deliver services to a minimum of 100 at-risk pregnant women prioritizing minority women within FY17.
16. Each new HUBS must deliver services to a minimum of 125 at-risk pregnant women prioritizing minority women within FY17.
17. All grantees are required to submit: Annual Program Evaluation Reports, a 2016 Annual Program Reports and a 2017 Biennial Program Report by the required deadlines.

# Funding

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# FUNDING

Only one application will be accepted per agency

Funding period:  
February 1, 2016 –  
June 30, 2016

Awarded  
February 2016  
**with an immediate  
startup required**

# FUNDING

Year 1 - \$180,000  
for **Existing**  
Pathways  
Community HUB  
applicants in  
FY2016 per  
applicant agency for  
State Fiscal Years  
2016-17



Year 1 - \$105,000  
for **New** HUB  
applicants in  
FY2016 per  
applicant agency for  
State Fiscal Years  
2016-17



**IMPORTANT:** This is a performance-based grant. The 2017 year of funding is non-competitive, but is contingent upon a grantee achieving a proportionate level of projected outcomes during the first year of funding and the availability of funds. The Commission reserves the right to terminate the grant prior to the second funding cycle if the project does not perform in accordance with stated measurable outcomes. For the second year, program activities must continue without gaps in services by providing program activities beginning July 2016 –June 2017.

# Proposal Preparation

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# PROPOSAL PREPARATION

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## **Technical Assistance Sessions**

### **Pathways Community HUB Model Expansion/Replication**

Join us for a webinar on October 22, 2015 at  
10:00 AM EST. Register now!

<https://attendee.gotowebinar.com/register/1961896350601771778>

# PROPOSAL PREPARATION

## PROPOSAL FORMAT

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- Applications must be submitted on 8 ½ by 11 WHITE paper only. No colored paper will be accepted.
  - Application must be submitted single side of paper. No double-sided pages allowed.
  - Applications must be typed in Times New Roman or similar font and must be 12 point in size.
- Applications must not exceed 55 total pages, this does not including Commission application documents.
- Applications must clearly indicate ORIGINAL and COPIES and must be stapled or attached with paper clips.
  - All signatures must be signed in BLUE INK.
  - No binders or separation tabs permitted.

**All applications must be received in our offices by 5:00 p.m., Friday, November 20, 2015. The proposal must be typed on Commission forms. Any application or supporting documentation received after that date and time will be returned without review.**

**Faxed, e-mailed, and handwritten applicants will not be accepted. The application is only available in its present Adobe Fillable format.**

# PROPOSAL PREPARATION

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## Required Documents

(Not counted in the 55 page, limit.)

- Please remember to submit the agency's 501(c) (3) IRS status letter with the grant application.
- The Agency must include a board resolution on agency letterhead approving the submission of the application. **The resolution must be signed in blue ink.**
- The Most Recent Agency Audit Report (1 copy of audit only)
- Complete the following Commission application documents: **(All Forms must be signed in blue ink.)**
  - Receipt of Acceptance
  - Assurances
  - Administrative Compliance Form
  - IRS form W-9
  - OBM Vendor Forms
  - Budget Forms
  - Budget Justification/Narrative
  - Rehabilitation Act of 1976 Form
  - Civil Rights Act of 1964 Form
  - Electronic Funds Transfer Form

# PROPOSAL PREPARATION

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## **Proposal Narrative**

1. Description of the applicant agency (a – j)
2. Problem Need Statement (a – e)
3. Project Abstract
4. Project Action Plan – Goals 1 through 5 and each required objective, at a minimum.
5. Model of Adoption and Implementation (a – q)
6. Evaluation (a – g)
7. Budget Forms (a – f)

# REQUEST FOR PROPOSAL

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John R. Kavich  
Commissioner

Gregory L. Hall, MD  
Chairperson



## COMMISSION ON MINORITY HEALTH

77 South High Street, 18th Floor, Columbus, Ohio 43215

Phone: (614) 466-8000

Fax: (614) 732-9889

Website: <http://www.mhcb.ohio.gov>

Email: [comcath@comcb.state.oh.us](mailto:comcath@comcb.state.oh.us)

October 12, 2015

Dear Colleagues:

The 2016/2017 State of Ohio Biennial Budget provided an increase in funding to the Ohio Commission on Minority Health (Commission). This funding will allow for the Replication and Expansion of the Certified Pathways Community HUB Model to address infant mortality. In light of that, the Ohio Commission on Minority Health announces the availability of funds for fiscal years 2016/2017 to support model expansion and replication grants. This is a competitive-bid process. Due to the number of eligible applications received, the RFP has been re-released.

This funding will provide support to expand **three existing** Pathways Community HUBs and this funding will also provide support for the replication and implementation of **three new** Pathways Community HUBs. The three new HUBs must be located in and target services within one of the following areas: Akron, Cleveland, Columbus, Dayton, Youngstown and Southeast Ohio. Please note the Commission will only award funding for the development of three New Pathways Community HUBs within three of the identified six areas of the state which are listed above.

Please note, this grant mandates the adoption and implementation of the "Pathways Community HUB Model, the achievement of Pathways Community HUB model certification as a condition of funding along with required clinical measures and pathways measures which are not optional to demonstrate projected outcomes. Applicants must demonstrate the ability to implement quarterly clinical and pathways measures and evaluate program effectiveness.

Attached is the Request for Proposal that provides detailed submission guidance, criteria for funding and grant requirements. An electronic version of this packet is located on our website at [www.mhcb.ohio.gov](http://www.mhcb.ohio.gov). Please remember to include your agency's 501(c) (3) determination letter with the application. I strongly encourage you to thoroughly read the application and to attend the Technical Assistance session (TA) via webinar. The Technical Assistance session will discuss the grant application process and provide information to assist you in the development of your proposal. The schedule for TA sessions will be available on our website on October 22, 2015.

An original and five copies of your grant application must be received in the Commission office at 77 S. High Street, 18<sup>th</sup> Floor, Columbus, Ohio 43215, no later than **5:00 p.m. on Friday, November 20, 2015.**

Please be aware that you will need to allow yourself adequate time to park and clear the security process if you are hand delivering your application. You have our best wishes as you prepare your application.

Sincerely,

*Angela C. Dawson*

Angela C. Dawson  
Executive Director

**Ohio Commission on Minority Health Request for  
Proposals  
Fiscal Years 2016-17  
Certified Pathways Community HUB Model  
Expansion/Replication Infant Mortality Grant**

**BACKGROUND**

In February 1986, the Governor's Task Force on Black and Minority Health was appointed to determine the reasons why a disparity existed between the health status of minority and non-minority Ohioans and to recommend methods to remediate the disparity. In April 1987, the Task Force issued a final report including 12 recommendations. The twelfth recommendation called for the establishment of a Commission on Minority Health to implement the Task Force recommendations.

The Commission was established by Amended Substitute House Bill 171 and commenced operation on July 1, 1987. The Commission is interested in funding projects which are innovative, culturally sensitive and specific in their approach toward reduction of the incidence and severity of those diseases or conditions which are responsible for excess morbidity and mortality in minority populations. In 2000, the Commission provided seed funding to support the Community Health Access Project who helped to develop the Community Pathways HUB Model. Since then the Commission has funded the implementation of this model through our demonstration grant funding program.

The 2016/2017 State of Ohio Biennial Budget provided an increase in funding to the Ohio Commission on Minority Health. This funding was allocated to initiate the Certified Pathways Community HUB Model Expansion and Replication – Infant Mortality funding opportunity. This funding will provide support to expand **three existing** Pathways Community HUBs and this funding will also provide support for the replication and implementation of **three new** Pathways Community HUBs. The three new HUBs must be located in and target services within one of the following areas: Akron, Cleveland, Columbus, Dayton, Youngstown and Southeast Ohio. Please note the Commission will only award funding for the development of three New Pathways Community HUBs within three of the identified six areas of the state. **All grantees must agree to implement the Pathways Community HUB model and obtain certification as a condition of funding.**

The HUB Model is an evidence based community care coordination approach that has also demonstrated effectiveness within racial and ethnic populations. The Pathways Community HUB Model has been endorsed by several federal agencies such as: Agency for Healthcare Research and Quality, Center for Medicaid and Medicare Services, Center for Disease Control and Prevention, Health Resources and Services Administration, National Institute of Medicine and others. Applicants for funding are encouraged to visit the Agency for Healthcare Research and Quality to view the resource tool: <https://innovations.ahrq.gov/qualitytools/connecting-those-risk-care-quick-start-guide-developing-community-care-coordination>

In addition, the Kresge Foundation has funded the creation of the Pathways HUB Certification Process. **All grantees must agree to be certified and/or maintain certification to retain funding.** The HUB Certification Prerequisites and HUB Certification Standards can be located in Appendix A. This Certification Process will be overseen by the Rockville Institute. For additional information on the certification process which will occur in Year 2 of this funding cycle, contact Ms. Brenda Leath at [brendaleath@RockvilleInstitute.org](mailto:brendaleath@RockvilleInstitute.org) or [PCHCP@RockvilleInstitute.org](mailto:PCHCP@RockvilleInstitute.org). The costs for certification are an allowable cost can be located in Appendix B.

This grant initiative is designed to assist the Commission in achieving the Healthy People 2020 goals of reducing the rate of all infant deaths and the reducing preterm births by 10%. All grantees must work to achieve these established goals along with efforts to address increase early and adequate access to prenatal healthcare, timely post-partum visits, increasing safe sleep practices, access to behavioral health services and the provision of other services that decrease the social determinant of health risk factors that impact birth outcomes.

### INTRODUCTION

The Ohio Commission on Minority Health announces the availability of funds for FY16/17 for Infant Mortality grants. Grant funds in will not exceed:

- Year 1 - \$180,000 for Existing Pathways Community HUB applicants in FY2016
- Year 2 - \$ 75,000 for Existing Pathways Community HUB applicants in FY2017
  - Year 1 - \$105,000 for New HUB applicants in FY2016
  - Year 2 - \$211,000 for New HUB applicants in FY2017

The Commission will fund up to three existing Pathways Community HUBs and the implementation of three new Pathways Community HUBs.

Amended Substitute House Bill 171 established Commission grants for the purpose of health promotion and prevention of disease among minority Ohioans who are economically disadvantaged. Minority groups are defined as African Americans, Hispanics, Native American Indians and Asians. Given that this grant is a model replication effort, All grantees will be required primary target population will be minority at-risk pregnant women, given that this grant is a model replication effort, Southeast Ohio applicants will be required to target minority at-risk pregnant women along with the majority population in their area.

**This is a competitive-bid process** and funding will be awarded to 501 (c) (3), community-based agencies or organizations. This Request for Proposal solicits grant applications meeting the requirements set forth in Chapter 3704 of the State of Ohio Administrative Code. Applications will be accepted exclusively from agencies or institutions meeting the eligibility criteria established by the Commission on Minority Health.

### ELIGIBILITY

Priority shall be given to grant applicants who develop services in accordance with the mission of the Commission. To receive consideration for funding, applicants must:

- Demonstrate that at least 20% of project funds are received from sources other than grants awarded by the Commission on Minority Health;
  - Be a public or private organization which has a 501 (c)(3);
- Establishes and engages a Community Advisory Board - for the administration of the grant, composed of proportionate representation of the population to be served. This membership should be reflected on the Board Composition form and submitted with the grant application;
  - Provide services in close proximity to minority communities or include minority communities in their stated service area;
  - Grantees must meet all licensure and certification requirements of the State of Ohio;
    - Answer all questions listed on the Administrative Compliance form, and
- Grantees must comply with all current and applicable laws, regulations, rules, and administrative guidelines of the Ohio Commission on Minority Health.

The following are ineligible for funding consideration:

- Individuals.
- National organizations: local chapters or affiliates of national organizations may be eligible if they meet the definition of a "community-based health group."
- Organizations applying for the sole purpose of acquiring funds to supplement existing programs without any plan for enlarging their scope of work.
- Organizations in the process of creating or starting a "community-based health group" for the sole purpose of applying for grants from the Commission.

**Ohio Revised Code (O.R.C.) Section 9.24 prohibits the State from awarding a contract to any offeror(s) against whom the Auditor of the State has issued a finding for recovery if the finding for recovery is “unresolved” at the time of the award. By submitting a proposal, offeror warrants that it is not now, and will not become a subject of an “unresolved” finding for recovery under O.R.C. 9.24, prior to the award of any contract arising out of this RFP, without notifying the Commission of such finding.**

#### **PUBLIC RECORD NOTICE**

It is expressly understood by the parties the **Ohio Commission on Minority Health (OCMH)** is a public office and is subject to the Ohio Public Records Act, O.R.C. 149.43, et. seq. Upon receipt of a public records request, **OCMH** is required to provide prompt inspection or copies within a reasonable period of time of responsive records that **OCMH** determines, in its sole discretion, are public records subject to release.

If your organization chooses to not have what is considered a proprietary trade secret they must complete the following statement and submit to the Ohio Commission on Minority Health on your agency letterhead.

*OCMH agrees not to disclose, without giving prior notice, any specific information that (organization) has previously identified as a proprietary trade secret. In the event that a person seeks that information through a public records request, OCMH will notify (organization) in the course of OCMH's legal review to give (organization) an opportunity to establish to the satisfaction of OCMH that the information constitutes a proprietary trade secret that is exempt from disclosure under the Public Records Act. If OCMH does not find that the information constitutes a proprietary trade secret, OCMH will notify (organization) of its intention to disclose the information in accordance with law. (Organization) may choose to seek appropriate legal action, including injunctive relief, to prevent disclosure of the information at issue.*

#### **FUNDING**

The Request for Proposals has a maximum funding ceilings as follows: Year 1 - \$180,000 for Existing Pathways Community HUB applicants in FY2016 and Year 1 - \$105,000 for New HUB applicants in FY2016 per applicant agency for State Fiscal Years 2016-17. **ONLY ONE APPLICATION WILL BE ACCEPTED PER AGENCY.** The time period of February 1, 2016 through June 30, 2016, constitutes the first funding period covered by this RFP. Notification of funding will be in late November 2015. As with all grants, funding is contingent on the availability of funds. Grants will be effective February 1, 2016.

**IMPORTANT:** This is a performance-based grant. The 2017 year of funding is non-competitive, but is contingent upon a grantee achieving a proportionate level of projected outcomes during the first year of funding and the availability of funds. The Commission reserves the right to terminate the grant prior to the second funding cycle if the project does not perform in accordance with stated measurable outcomes. For the second year, program activities must continue without gaps in services by providing program activities beginning July 2016 –June 2017.

The Commission **will not** consider funding for proposals:

- Which seek funding to support residential services;
- When treatment constitutes the primary service;
- Which request funds for the purpose of construction or renovation;
- To conduct research and/or studies independent of service delivery;
- Which are legislatively mandated and funded by other public dollars;
- Exclusively designed to conduct conferences or workshops; or
- Agencies, previously funded by the Commission on a fiscal year or biennial grant award using the same model to continue service delivery.
- Agencies, previously funded by the Commission on a fiscal year or biennial grant award, with a modified model that did not obtain at least 75% of cash funding of the original award from an external source.

## APPLICATION DEADLINE/PROPOSAL PREPARATION

Applicants must provide an **original and five copies of the complete proposal.**

### PROPOSAL FORMAT

- Applications must be submitted on 8 ½ by 11 WHITE paper only. No colored paper will be accepted.
- Application must be submitted single side of paper. **No double-sided pages allowed.**
- Applications must be typed in Times New Roman or similar font and must be 12 point in size.
- Applications must not exceed 55 total pages, this does not include Commission application documents.
- Applications must clearly indicate ORIGINAL and COPIES and must be stapled or attached with paper clips.
- All signatures must be signed in BLUE INK.
- No binders or separation tabs permitted.

All applications must be received in our offices by **5:00 p.m., Friday, November 20, 2015.** Any application or supporting documentation received after that date and time will be returned without review. **The proposal must be typed on Commission forms.**

### FAXED, EMAILED AND HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED.

Ohio Commission on Minority Health  
77 S. High Street, 18<sup>th</sup> Floor  
Columbus, Ohio 43215

**PLEASE NOTE: ALLOT SUFFICIENT TIME TO DELIVER THE PACKAGE, AND CLEAR BUILDING SECURITY.**

### PROPOSAL PREPARATION

The Commission strongly encourages you to thoroughly read the application and to attend Technical Assistance (TA) Webinar sessions that can be accessed through the Ohio Commission on Minority Health Website: [www.mih.ohio.gov](http://www.mih.ohio.gov) The technical assistance session will review the grant application and provide information to assist in the development of your proposal. Please note that we will not be able to accommodate individual requests to provide this information.

#### **Technical Assistance Session: Register now!**

Pathways Community HUB Model Expansion/Replication Webinar

Join us for a webinar on October 22, 2015 at 10:00 AM EST. Register now!

<https://attendee.gotowebinar.com/register/1961896350601771778>

The technical assistance sessions will be conducted on **Friday, October 22, 2015 at 10am**. Please note that we will not be able to accommodate individual requests to provide this information.

Responses to this RFP should be prepared following the required format. Proposals that do not provide all of the requested information, or do not meet all the requirements specified in the RFP, will be determined incomplete and will be disqualified.

We anticipate a higher than usual response to this grant solicitation. Please allow ample time to write your response and fully develop your application. Do not provide brief items of information assuming that your agency is known to the Commission. We use external reviewers so it is important that you use concise, but comprehensive responses.

**Please remember to submit the agency's 501(c) (3) IRS status letters with the grant application.**

**Complete the following Commission application documents: Receipt of Acceptance, assurances and compliance forms, W-9, and vendor forms, budget forms. All forms must have original signature in blue ink. Include a copy of applicant agency 501(c) (3) status, the applicant agency most recent audit report (1 copy of audit only) and board resolution. Agency must include a board resolution on agency letterhead approving the submission of the application. The resolution must be signed in blue ink. (These pages are not included in the page count).**

**Grant Participation Requirements:**

**The Ohio Commission on Minority Health expects successful applicants will be able to meet the following grant requirements.**

1. All grant recipients must read, sign and complete the Acknowledgement of Terms (AOT) to include addressing assigned program and fiscal special conditions. The Acknowledgement of Terms will be provided to grant recipients after the awarding of the grant.
2. All grantees must attend a mandatory four day, grant start up orientation and Community Pathways HUB training in Columbus, Ohio. Therefore, applicants must account for travel, meal and lodging within their program budget. The State will reimburse based on rates for lodging within the Continental United States (CONUS) set by the federal General Administration (GSA). Mileage reimbursement may not exceed the State of Ohio rate of \$.52 per mile.
3. All funded agencies must agree to enter their data into the Care Coordination System which was developed for the HUB Pathways Model. <http://carecoordinationssystem.com/>. (The costs related to Care Coordination Systems are estimated to be up to \$25,000 per year; pro-rated as needed. This is an allowable cost.)
4. All funded agencies must provide the Commission's Research Evaluation Enhancement Program (REEP) access to their data within the Care Coordination System to allow for review, analysis, and monitoring of aggregate data and related information.
5. All funded agencies must track, monitor and report on client services and pathways and provide updates to the CCS data system in a timely manner to ensure monthly reports are accurate.
6. All grantees must provide quarterly program, fiscal and evaluation reports to update the Commission on program progress and outcomes to date.
7. All grantees must participate on monthly statewide HUB calls on a standing date to be shared in the AOT.

8. Existing Pathways Community HUB applicants must:
  - a. Obtain certification prior to receipt of funding.
  - b. Coordinate with the OCMH to provide HUB orientation training.
  - c. Agree to mentor an assigned agency implementing a new HUB replication.
  - d. Establish required on-going regular communication with the assigned "New HUB".
  - e. Expand HUB service delivery within one month of funding.
  - f. Provide Pathways care coordination services within the first month of funding to the targeted at-risk population.
  - g. Expand staff as needed within the first month of funding.
  
9. New HUB Grantees must agree to:
  - a. Participate in HUB model orientation training.
  - b. Implement recruiting and hiring of staff within the first month of funding.
  - c. Adopt and implement the Pathways Community HUB model within 90 days of funding.
  - d. Begin the certification process within 6 months of Pathways HUB model service implementation.  
(The costs related to the certification process is an allowable costs up to \$15,000 in Year two – see Appendix 2 certification cost information.)
  - e. Obtain Certification no later than May 2017.
  - f. New Pathways Community HUB applicants and identified HUB care coordination agencies must agree to replicate the Model and participate in HUB Model training and mentoring process.
  - g. Participate in on-going communication with assigned "Existing HUB".
  
10. All funded grantees must comprehensively address reduction/elimination of known risk factors through the implementation of the 20 Pathways and monitor these risk factors through a quality improvement program and data submission in a required data system.
  
11. All funded grantees must participate in the OCMH Minority Health Month Expo activity for 2016/ 2017. This statewide visibility campaign is held each year Columbus Ohio on the last Thursday in March of 2016 and 2017. In an effort to raise awareness about health disparities, OCMH funded agencies are required to set up a display table at the annual event.
  
12. All grantees must create or maintain a Community Pathways HUB Advisory Board. This Community Advisory Board shall include no less than one member who has received services from the community HUB.
  
12. Each existing HUB must deliver services to a minimum of 125 at-risk pregnant women prioritizing minority women within FY16.
  
13. Each new HUB must deliver services to a minimum of 50 at-risk pregnant women prioritizing minority women within FY 16.
  
14. Each existing HUB must deliver services to a minimum of 100 at-risk pregnant women prioritizing minority women within FY17.
  
15. Each new HUBS must deliver services to a minimum of 125 at-risk pregnant women prioritizing minority women within FY17.
  
16. Prior to submitting this proposal, please be aware that there are grant reporting mechanisms and evaluation reports that are required to be submitted to the Commission on a quarterly basis if funded.

17. All grantees are required to submit: Annual Program Evaluation Reports, a 2016 Annual Program Reports and a 2017 Biennial Program Report by the required deadlines.

### **Proposal Narrative**

#### 1. Description of Applicant Agency

- a. Provide a statement(s) of competencies to implement the project requirements, why the applicant is best suited to implement and achieve the projected goals, as well as the applicant's and its HUB partner's connection to the community (ies) to be served. Each applicant must provide evidence of its ability to lead community interventions to address infant mortality disparities. Evidence of this ability may include: documentation of past efforts of leading community interventions to address health disparities; reports of improved indicators by population, age, socioeconomic status; published articles, public reports or documents specific to improvement in health status.
- b. Applicant should include the agency's mission and mandate, successful and previous involvement with minority populations, description of how this project will enhance the agency's service delivery capacity, areas of expertise, key personnel, and credentials of proposed staff, job technical experience and unique capabilities. Describe agency's plan to ensure that assigned program staff are culturally/linguistically competent. Applicants should include key staff job descriptions, contracts of staff assigned, and resumes of staff assigned to the grant.
- c. Describe the planning process that led to the development of this proposal to create a Pathways Community HUB. Provide a description of the existing or proposed HUB's mechanism or plan to communicate its strategies, programs and progress to the community it serves.
- d. Provide a description of the existing or proposed HUB's infrastructure and capacity to fully implement the Pathways Community HUB model. Describe the HUB's plan to coordinate the network of care coordination agencies targeting most at-risk clients. The HUB must have adequate infrastructure to track and document the delivery of services to those at-risk and must have the capability to document the Pathways process and outcomes, process payments to care coordination agencies and contract with an invoice payer.
- e. Provide a description of the capacity to assess and monitor each at-risk client and to provide care coordination services. Provide a table that lists the care coordination agencies and the services that each agency will provide to address the medical, behavioral health, social, environmental and educational needs of pregnant women who are most at-risk. Current or potential care coordinating agencies that will contract through the HUB.
- f. The Applicant agency must submit copies of written agreements with each of the care coordination agency members. Applicant must submit Memorandums of Agreement from the HUB partner agencies which clearly identify their roles and responsibilities and a commitment to work through the HUB. These signed agreements must contain language that requires the care coordination agencies to use the standardized Pathways. These signed agreements must outline the staff, activities and/or services they will provide to the project and generally describe how this project will impact/improve the identified problem. The originals must be signed in blue ink.
- g. The community and / or region the HUB is or proposes to serve. (i.e., geographic service area - census tracts, zip codes, county, region; and Physical address of the HUB; and Physical addresses of contracted care coordination agencies; and if the HUB covers more than one county (regional), then an explanation of how and why this service area was established.) Describe the facilities where services will be provided including days and hours of operation and their accessibility to the population. Describe how the technical accuracy of the project's health component will be assured.

- h. Provide a description of the existing or proposed HUB's plan to promote collaboration, intersectoral teamwork as well as community-clinical linkages
- i. Provide a description of the plan to hire or retain a HUB Director who possess the experience and skills to effectively manage the HUB including a commitment to community health and equity as well as strong business and communication skills.
- j. Provide a description of how the existing or proposed HUB is a neutral entity and how it operates in a transparent and accountable manner. Include a copy of your policy that describes the criteria and process to refer clients to care coordination agency members. This policy includes how referrals are distributed when a client meets the eligibility requirements;

2. Problem Need Statement

- a. Identify and define the problems related to infant mortality and factors contributing to poor birth outcomes that will be addressed by your program. Describe and document (with data) demographic information on the disparities with emphasis on the geographical areas that will be the focus of the project and the significance or prevalence impacting the target minority group. Support this information with statistics, research findings, or other documentation pertinent to your community/target population.
- b. Define the specific HUB target areas such as counties, communities, zip codes and/or census tracks.
- c. Provide a statistical overview of the existing issues or social determinants of health that impact birth outcomes in the targeted areas, and identify the at-risk population needs to be addressed by the proposed project.
- d. Identify and include narrative information about the targeted population (identify such factors as race or ethnicity, age, sex, number of clients to be served, etc.), geographical area(s), or similarly disadvantaged area(s) to be served and sources of community support.
- e. Describe the community needs assessment(s) that included local data specific to medical, behavioral health, social, environmental and educational factors that guides the existing or proposed HUB in its efforts to improve health and reduce inequities.

3. Project Abstract

- a. Provide a summary of the proposed project to include goals and objectives along with a concise overview of the purpose, rationale and methodology to be utilized by the project. *(Limit = 500 words or less)*

4. Project Action Plan

The Project Action Plan must list goals and SMART objectives with the projected number of participants to be served for the first year of the project that are clearly defined and measurable in process and client behavior outcomes. According to the Centers for Disease Control and Prevention, SMART objectives are:

**Specific:** Concrete and well defined so that you know where you are going and what to expect when you arrive **Measurable:** Numbers and quantities provide a means of measurement and comparison. All goals should project the number to be achieved vs. the number served.

(Example: During FY16, 200 pregnant at risk women will be served with 160 or 80% being minority at risk pregnant women. This allows for monitoring goal achievement on a quarterly basis.)

**Achievable:** Feasible and easy to put into action

**Realistic:** Considers constraints such as resources, personnel, cost, and time frame

**Time-Bound:** A time frame helps to set boundaries around the objective

Project time frames must conform to the funding period. Although certain tasks such as advertising for positions, hiring staff or identifying dates when advisory committees meet, are important steps in the project's evolution, these items need not appear as goals and objectives. Major tasks and activities should be indicated for each objective.

**The Project Action plan must be formatted using the following items: Numbered Goals, Numbered SMART Objectives, Approach (How will you do it?), Activities (What will take place), Evaluation (Anticipated results, which tools used to collect data), Responsibilities (Who will be responsible?), and Timeline (Time frame in which each activity will take place.) An example of the Project Action Plan can be located in Appendix C.**

Emphasis should be placed on developing measurable outcome objectives, which are focused on client outcomes rather than process outcomes (recruitment, hiring staff, etc.). Outcome focused objectives are designed to create measurable behavioral changes.

At a minimum, all applicants must address the following Goals and Outcome Objectives in their Project Action Plan:

#### **Goal 1: Replicate or Expand the Pathways Community HUB**

- 1.1 Project the number of staff who will participate in the HUB model orientation training.
- 1.2 Project the number of HUB care coordination agencies you will have and the services they will deliver.
- 1.3 Project your timeline to train the HUB agencies in the required model.
- 1.4 Project the number of payers that will support the HUB model implementation in the first year.
- 1.5 Project the development of the quality improvement plan.

#### **Goal 2: Reduce and Eliminate Ohio's Infant Morality Rate**

- 2.1 Project the number of women to be served with no less than 80% being at-risk minority pregnant women. (The exception being Southeast Ohio grantees who must target minority women in their service area.)
- 2.2 Project the number of women to be enrolled during the first trimester of pregnancy, and second trimester of pregnancy of the total women served.
- 2.3 Project the number of prenatal visits to be achieved for those enrolled in the 1<sup>st</sup>, and 2<sup>nd</sup> trimester of total entered into the program.
- 2.4 Project the number of enrolled women who will achieve a healthy birth weight baby of the total babies born.
- 2.5 Project the number of babies born who achieve a birth weight or preterm birth rate better than the county or target area as a whole.
- 2.6 Project the number of women without healthcare coverage who will be enrolled in Medicaid and/or the Federal Marketplace and have a medical home who have no access to medical care of the total women served.
- 2.7 Project the number of infants born who will secure a medical home and begin well baby visits within 1 month of birth of the total infants served.
- 2.8 Project the number of women enrolled with who attend post-partum visits within 21-56 days of giving Birth to the total women served.
- 2.9 Project the number of at risk pregnant who will receive safe sleep training.

**Goal 3: Reduce and eliminate Social Determinants of pre- and post-natal service delivery barriers that most often prevent pregnant mothers from receiving pre-natal care.**

- 3.1 Project the number of women who will complete the pathway who are referred for community referral to, and follow up for educational attainment services and resources.
- 3.2 Project the number of women who will complete the pathway who are referred for community referral to, and follow up for employment services and resources.
- 3.3 Project the number of women who will complete the pathway who are referred for community referral to, and follow up for housing attainment and resources.
- 3.4 Project the number of women who will complete the pathway who are referred for community referral to, and follow up for behavioral health services and resources.

**Goal 4: Target, monitor and report on all 20 Pathways within data system.**

- 4.1 Explain how your HUB has or will obtain this web-based software, conduct training for HUB agencies and implementation, and report outcomes to the commission.
- 4.2 Track, monitor and report on client services and pathways within the data system.
- 4.3 Provide Commission (REEP) access to aggregate data.

**Goal 5: Obtain/Retain Certification**

- 5.1 Participate in certification orientation training and mentoring sessions.
- 5.2 Project Certification Status completion
- 5.3 Project status on meeting each of the HUB Certification prerequisites
- 5.4 Project the number and percentage of achievement of the HUB standards

**5. Model Adoption and Implementation**

Provide a comprehensive narrative describing the applicant agency and the participating HUB agencies ability to adopt the Certified Pathways Community Hub model. The explanation should at a minimum include:

- a. Describe the current mechanism or plan to ensure that staff of the HUBs and HUB care coordination agencies receive training on the HUB model, to include a description of the current mechanism or plan to ensure implementation of a continuous quality improvement plan, program competent supervision, and adequate staff training.
- b. Participation in the ongoing mentoring calls and face to face sessions.
- c. Capacity to adopt the model and begin implementation within 90 days of funding.
- d. A description of the applicant's capacity to reach the projected number of individuals.
- e. Provide a description of the HUB's mission, program goals, and objectives.
- f. Provide the proposed days and hours of operation and location(s) of activities date/month.

- g. Provide a description of the culturally-specific components that reflect the target population's attitudes, values and beliefs to include a description of the current mechanism or plan to ensure that staff of the HUBs and HUB care coordination agencies receive cultural and linguistic training and provide culturally and linguistically proficient services.
- h. Provide a description of the HUB's or proposed HUB's ability to comprehensively address the reduction and elimination of known risk factors through the implementation of the 20 Pathways and monitor these risk factors through data submission in a required data system.
- i. Explain who the existing HUB or new Hub contracts with or plans to contract with to pay for care coordination outcomes. Explain how the HUB will document the payment process to care coordination agencies, and contract with and invoice payers.
- j. Provide a sample of how outcomes are paid, i.e., demonstrate what triggers a funder to make a payment to the HUB and for the HUB to make payment to a care coordination organization.
- k. Describe the current mechanism or plan to ensure a level of staff training at the HUBs and HUB care coordination age to demonstrate compliance to HIPAA, continuous quality improvement, competent supervision, and adequate staff training.
- l. Provide a copy of your HIPAA Agreement that will be signed between the HUB and care coordination agencies and how you train staff and contractors on HIPAA.
- m. Provide confirmation that the HUB does not refer to any community care coordinators that it may employ or provide a plan and timeline to refer clients to the care coordination agency members based on the needs of the clients.
- n. Provide a copy of the HUB's organizational chart that includes all departments, personnel and reporting structure. If the HUB is an affiliate of a larger umbrella organization, then the relationship should be reflected.
- o. Explain the target population for HUB care coordination to address infant mortality in line with the principles of the HUB model to identify and engage at-risk individuals, documenting risk factors and addressing those risk factors in a pay for performance, outcome-focused approach.
- p. Document how the HUB is or will be advised by a Community Advisory Board, to include how the target population(s) will be involved; and provide a list of current members.
- q. Document the applicant's understanding that this program should not be viewed as a supplement to the agency or other systems.

## 6. Evaluation

Evaluation procedures are both quantitative and qualitative, document intervention, and assess the degree to which intended objectives are achieved by clients or the agency. Therefore, it is expected that all funded HUB's have access to an evaluator from the beginning of the project through the end of the life of the project. An evaluator should be included in the project to assist the program director in designing client assessment forms in order to retrieve demographics and baseline information and to measure behavioral changes. Applicants are strongly encouraged to contact an evaluator when developing the proposal.

As an evidenced-based model, the HUB must have the infrastructure and capacity to fully implement the Pathways Community HUB Model. Therefore, the HUB must have adequate infrastructure to track and document, and monitor the delivery of services to those at-risk and must have the capability to document the Pathways process and outcomes.

All Commission funded grantees must agree to enter their data in a common data system developed for the HUB Pathways model and provide the Commission and Research and Evaluation Enhancement Program (REEP) panel of Wright State University access to review, monitor, and analyze information and aggregate data.

This grant requires implementation of clinical and non-clinical measures for the 20 Pathways. These measures must be a of the evaluation section. Organizations must demonstrate the ability to implement quarterly clinical and non-clinical measures to evaluate program effectiveness. Please ensure that you build into your plan the collection of required participant data (clinical measures, feedback) on a quarterly basis to allow for the reporting of behavioral outcomes.

a. Describe the agencies capacity to:

Provide reports to the Ohio Commission on Minority Health must include, at a minimum:

- Number and demographics of clients served
- Number of births of infants, weights of infants (normal weight, low birth weight, very low birth weight, term of birth (ie:preterm)
- Number and demographics of infants served
- Risk (Social Determinant) tracking over time
- Information by client, care coordinator, agency, and HUB
- List of standardized Pathways
- Initiated Pathways (Number of women in this status)
- Pathways in Process (Number of women in this status)
- Incomplete Pathways and
- Completed Pathways

b. Provide a description of the role of the evaluator in the program's design, implementation, the process and outcomes through the Care Coordination Systems which is designed to track, monitor, and report on client services.

c. The projected numbers for evaluation purposes must be based on those who both participate in educational programing as well as non-clinical and clinical measures.

d. Describe, in detail, the method(s) that will be used to determine whether the established standardized Pathways goals and objectives are being met by the HUB and whether the expected outcomes are being achieved.

**Do not state in percentages.** Limiting your responses to statements such as, "we will hire a data analyst", will be considered non-responsive.

e. Provide an overview of the valid time-lined outcomes and effectiveness of the project.

f. Provide an overview of how the current or proposed continual quality improvement plan will impact service delivery changes.

#### **Institutional Review Board (IRB)**

- o *For Grantees pursuing IRB approval, if you are working with an academic institution, your evaluator may be involved in a review process with the college or university's Institutional Review Board (IRB). It is important to keep in mind that the IRB process generally takes several weeks to complete and may add time to the start-up of the project. The OCMH expects grantees to perform direct service within the first quarter of project funding. **Therefore, it is recommended that you simultaneously apply for an IRB, when you apply for OCMH funding. If it is later determined that you will not use the IRB there will be no detriment to the OCMH funded project.***

#### **G. Year Two Project Summary**

Provide a brief narrative that describes the major tasks and activities planned for year 2 and how they will be accomplished. Make sure program activities will start in July 2016 and are ongoing without gaps in services.

#### **7. Budget Forms**

- a. **Use the attached budget pages** to provide cost associated with developing and implementing your proposed grant. Instructions are included for each form as appropriate.
- b. **Provide a budget narrative describing unit cost and itemization of each line item.**
- c. Consistent with the Governor's Executive Order 2007-09S, "refreshments" are not reimbursable under this grant. (See Commission website at [www.mih.ohio.gov](http://www.mih.ohio.gov) to review this EO).
- d. Internal capacity is an essential requirement of Commission grants.
- e. All services paid for by OCMH funds must be free and without cost to the participant. Program services must be open to the public as well as the targeted population.
- f. Fundraising is prohibited under this grant opportunity.

#### **PROPOSAL REVIEW / SELECTION**

Responses to this RFP, which are determined to be complete and in compliance with the requirements of the Commission will be reviewed by teams following the general criteria listed below.

A weighted system will be applied to the proposal criteria. The weighed system will not be shared with applicants.

The final selection process will involve a ranking system based on the weighted score, reflecting compliance with the proposal criteria. Grants will be awarded to the highest ranking applicants who represent a combination of geographic, demographic, service delivery/program activity mix, targeted to ethnic/racial groups, and diseases and conditions identified by the Commission as identified in this RFP.

#### **Proposal Scoring**

(Listing of some of the items which are considered during the review of grant applications):

### I. Service Area Design

- There is clear documentation of an access problem for health care or identification of a disproportionately at-risk population.
- Programs are directed at a clearly defined target population consistent with the Commission's definition of economically disadvantaged minority (ies).
- The need for the program is well documented.
- The comprehensive plan to meet population needs.

### II. Innovation and Impact

- The project is designed specifically for the proposed target population and includes measures to determine the acceptability of services to the community.
- The project will result in some measurable impact on the identified population.
- The applicant states expected health behavior outcome changes as a result of proposed interventions.
- The number of individuals to be impacted by the proposed program.

### III. Program Design

- The applicant has demonstrated that cultural beliefs, attitudes and practices have been considered and included in designing the program.
- Barriers to service; i.e., availability, acceptability, language and cost have been considered, and appropriate recourse is included in the approach to the project.
- The problems to be addressed are clearly stated in specific rather than general terms, can be reasonably addressed during the grant period, and can be accomplished with the dollars available for the project.
- Program design should describe the clinical and non-clinical measure procedures that ensure data collection and reporting procedures.
- Program participants are involved in the Community Advisory Board.

### IV. Evaluation

- The applicant has a plan to measure required areas per the RFP evaluation guidance.
- The applicant has plans to establish baseline data and collect and report participant data on a quarterly basis to determine behavior outcomes.
- The applicant has a plan to provide continuous quality improvement.
- The applicant has a plan to ensure the timely provision of information to the data system.
- The applicant has a mechanism to allow the data analysis to inform the program implementation.

### V. Budget Appropriateness and Reasonableness

- Administrative Code 3704-2-02 states: ***“That at least twenty percent of applicant funds and/or resources are received from sources other than grants awarded by the Commission on Minority Health”***. In other words, the Commission cannot be the sole funding source of an agency.
- Specified line item costs are appropriate and reasonable/justifiable.
- Costs support direct client activities.
- All line items must be itemized and list unit cost for each requested expenditure.

**NOTE:** Please double-check your grant proposal for accuracy.  
Original signatures in blue ink and completion.  
Missing pages, omitted sections, forms, signatures, and mathematical errors **WILL** impact your overall score and may disqualify your application.

John R. Kasich  
GOVERNOR

Gregory A. Hall, M.D.  
CHAIRMAN



COMMISSION ON MINORITY HEALTH

18th Floor, Columbus, Ohio 43211  
Phone: (614) 466-4000  
Fax: (614) 752-4048  
Website: [www.mhdiving.com](http://www.mhdiving.com)  
Email: [cmh@comh.state.oh.us](mailto:cmh@comh.state.oh.us)

**RECEIPT OF ACCEPTANCE**

*(Grant Application Cover Page)*

This receipt confirms that the following grant proposal has been received by the application deadline and accepted for consideration. This does not confirm that the grant application has been determined to be complete.

**TO BE COMPLETED BY APPLICANT:**

**Please check:**

**New HUB Application:**

**New Existing HUB Application**

Project Name: \_\_\_\_\_

Applicant Agency/Organization: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

(No P.O. Boxes) \_\_\_\_\_

County of Agency: \_\_\_\_\_ Federal Tax I.D. Number: \_\_\_\_\_

*(Attach a copy of 501(C)(3) letter)*

Total year one amount you are requesting: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Project Director: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Fiscal Officer: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

The above-named grant application has been assigned the following identification number. Please use this number to refer to your grant in any correspondence or inquiry:

GRANT I.D. NUMBER: HUB 2016/17-\_\_\_\_\_ **ENCLOSE WITH ORIGINAL APPLICATION AND FIVE COPIES.**

INSTRUCTIONS FOR COMPLETION OF RECEIPT OF ACCEPTANCE- *USE AS COVER PAGE*

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- Applicant Agency/Organization:** The legal name of the agency. Included D.B.A., A.K.A., etc. The name must match the name on the 501 (c) (3) letter.
- Complete Mailing Address:** This is the address of the administrative office of the agency and will be utilized for official notice and payment if the grant is awarded. Include street number, suite number, street name, city, state, and zip code. P.O. Boxes are not acceptable.
- Executive Director:** Chief Executive Officer of the applicant agency and title. Include area code and telephone number.
- County of Agency:** List Resident County of administrative office.
- Federal Tax I.D.:** A nine digit number issued by the U.S. Internal Revenue Service.
- Amount Requested:** Self-explanatory.
- Project Name:** The name assigned to this activity or service. The project name can not be used for other funding sources.
- Project Director:** The person who has the authority to make operational decisions for the project. Include telephone number.
- Date Received:** Upon receipt, the Commission will verify the date.
- Received By:** The signature of the Commission staff person who received the application.
- Grant I.D. Number:** Leave this space blank. The Commission will assign a number to the application which should be referenced on all correspondence. A copy of the Receipt of Acceptance will be returned to the applicant to verify that the grant as received before the deadline. This does not confirm that the grant application has been determined to be complete.

DO NOT SUBMIT THIS PAGE WITH RFP

**PROJECT APPLICATION**

**NOTE:** Where applicable, instructions have been included

Do **NOT** write in this space. For Commission use only  
HUB 2016/17 - \_\_\_\_\_

1 Applicant Agency Information

Name of Director: \_\_\_\_\_ Title \_\_\_\_\_  
Agency Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ OHIO Zip \_\_\_\_\_ County \_\_\_\_\_  
Telephone # ( \_\_\_\_\_ ) \_\_\_\_\_ Fax # ( \_\_\_\_\_ ) \_\_\_\_\_

2 Federal Tax I.D. : \_\_\_\_\_

3 Project Title: \_\_\_\_\_

4 Project Director (Only if different from agency director)

Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ OHIO Zip \_\_\_\_\_

5 Name of Fiscal Officer: \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

6 **Project Period: February 1, 2016 through June 30, 2016**  
**Budget Period: February 1, 2016 through June 30, 2016**

7 **CERTIFICATION** The applicant understands and agrees to the following conditions

- a. That funds granted as a result of this application are to be used for the purposes set forth therein and administered in compliance with the "Commission's Administrative Rules" and other applicable terms and conditions established by the Commission on Minority Health
- b. That the project budget contained herein includes grant funds requested, applicant funds and in-kind contributions obligated to support the project and any anticipated income to be generated by the grant funds and applicant support. That any expenditure of grant funds, obligated applicant support and project income will be included in the project budget or subsequent budget revisions will have prior written authorization from the Commission and will have separate accountability with supportive documentation.
- c. That project funds are exclusive of any unauthorized federal funds and will not be used as matching requirements for federal grants.
- d. That all project records will be made available to State agents upon request for review or audit and will not be disposed of without written authorization from the Commission, and that a copy of all audits of project funds will be submitted to the Commission.
- e. That the balances of any unspent grant funds and project income, and any expenditure of project funds not authorized by the Commission will be transferred to the Commission within thirty (30) days after termination of funding.

AGENCY NAME \_\_\_\_\_



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**PROJECT APPLICATION – INSTRUCTIONS**

Project name as indicated on the Receipt of Acceptance.

Federal Tax I.D. Number of the applicant agency.

Provide the name and telephone number for the fiscal officer who can answer specific questions about this application.

Read assurances of compliance with the terms of the grant application.

- A. Original signature of the Chief Executive Officer of the applicant agency (Executive Director, Senior Pastor, Health Commissioner, etc.), and date.
- B. Original signature of the applicant agency Fiscal Officer and date.

**NOTE: Every page of the application must bear the applicant agency name.**

DO NOT SUBMIT THIS PAGE WITH RFP

**ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF  
HEALTH AND HUMAN SERVICES REGULATION UNDER  
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

\_\_\_\_\_  
Name of Applicant (type or print) (hereinafter called the "Applicant")

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of the Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department; and HEREBY GIVES ASSURANCE THAT it will take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this Assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this Assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this Assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Applicant.

Date \_\_\_\_\_  
(Applicant type or print)

\_\_\_\_\_  
Signature and Title of Authorized Official (Blue Ink)

\_\_\_\_\_  
Applicant's mailing address

**NOTE: If this form is not returned with the application for financial assistance, return it to DHHS, Office for Civil Rights, 330 Independence Ave., S.W., Washington, D.C. 20201**

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ASSURANCE OF COMPLIANCE WITH SECTION 504 OF THE  
REHABILITATION ACT OF 1973, AS AMENDED**

The undersigned (hereinafter called the "recipient") HEREBY AGREES THAT it will comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulation (45 C.F.R. Part 84), and all guidelines and interpretations issued pursuant thereto.

Pursuant to §84.5 (a) of the regulation [45 C.F.R. 84.5 (a)], the recipient gives this Assurance in consideration of an for the purpose of obtaining any and all Federal grants, loans, contracts (except procurement contracts and contracts of insurance or guaranty), property, discounts, or other Federal financial assistance extended by the Department of Health and Human Services after the date of this Assurance, including payments or other assistance made after such date on applications for Federal financial assistance that were approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance and that the United States will have the right to enforce this Assurance through lawful means. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

This Assurance obligates the recipient for the period during which Federal financial assistance is extended to it by the Department of Health and Human Services or, where the assistance is in the form of real or personal property, for the period provided for in §84.5 (b) of the regulation [45 C.F.R. 84.5 (b)].

The recipient: [Check (a) or (b)]

- a. (  ) employs fewer than fifteen persons  
b. (  ) employs fifteen or more persons and, pursuant to §84.7 (a) of the regulation [45 C.F.R. 84.7 (a)], has designated the following person(s) to coordinate its efforts to comply with the HHS regulations.

\_\_\_\_\_  
Name of Designee(s) (Type or Print)

\_\_\_\_\_  
Name of Recipient (Type or Print)

\_\_\_\_\_  
Street Address or P.O. Box

\_\_\_\_\_  
(IRS) Employer Identification Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

I certify that the above information is complete and correct to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Title of Authorized Official (Blue Ink)

If there has been a change in name or ownership within the last year, please PRINT the former name below:

**NOTE: If this form is not returned with the application for financial assistance, return it the DHHS, Office for Civil Rights,**

**330 Independence Avenue, S.W., Washington, D.C. 20201.**

HHS-641 (Rev. 12/82)

AGENCY NAME \_\_\_\_\_

HUB Project Action Plan: \_\_\_\_\_

Additional Sheet(s) Attached

**Fiscal Year 2016  
Budget Pages**

**SECTION I: PERSONNEL AND FRINGE BENEFITS FY 2016**

*(Do not list contractual personnel or consultants in this section, agency staff only. Attach job description and written narrative justification.)*

Agency Name: \_\_\_\_\_ Grant #. HUB 2016-\_\_\_\_\_

POSITION TITLE SALARIES AND WAGES	ANNUAL SALARY I	MONTHS ON PROJ ECT	% OF TIME ON PROJ ECT	AMOUNT REQUIRED FROM COMMISSION	FRINGE BENEFITS V	% OF FRINGE BENEFIT S	OTHER SOURCES OF SUPPORT (WELFARE RETIRES AND PENSION AMOUNT)
SUBTOTAL TOTAL PERSONNEL = SALARIES + FRINGE BENEFITS (Column I, II, III, V)							
Executive Director	(Blue Ink)	Date		Fiscal Officer	(Blue Ink)	Date	



**Personnel and Fringe Benefits - Section I**

- Do not list contractual or consultants in this section.
- Include agency staff only.
- Attach job description and written narrative justification.
- **Column I** – provide the yearly salary budgeted for each position listed.
- **Column II** – Provide the total number of months of employment projected per position for this grant.
- **Column III** – Calculate the percent of time the employee will devote exclusively to the project.

Commission Approval:

\_\_\_\_\_  
Angela C. Dawson, Executive Director

Date

[ ] Approved as submitted [ ] Disapproved  
[ ] Approved with condition

Condition (s):

**SECTION I: PERSONNEL AND FRINGE BENEFITS – INSTRUCTIONS**

Only those positions which provide direct client services are to be listed. Do not list contractual personnel or consultants in this section. Administrative costs are to be listed in Section II - Non-Personnel. Any personnel listed in this section must be employed by applicant agency.

- Column I: Provide the yearly salary budgeted for each position listed. The amount should be consistent with similar positions in the agency based on Full-Time Equivalency (FTE).
- Column II: The total number of months of employment projected per position for this grant.
- Column III: Calculate the percent of time the employee will devoted exclusively to the project under this grant; for example, a 40-hour per week agency employee who provides 20 hours of service on this project would be listed as 50%.
- Column IV: Amount of the employee's salary that will be funded by the Commission based on annual salary (Column I), number of months on the project (Column II) and the percentage of time on the project (Column III).
- a. Example: 1) An employee with an annual salary of \$15,000 who works 12 months at 50% of his/her time would earn \$7,500 from Commission funds; 2) An employee with an annual salary of \$20,000 who works nine months at 25% of his/her time on the project would earn \$3,750 from the Commission.
  - b. If the agency pays one rate during a probationary period with an increase after probation, state budget assumptions on separate lines for each category and provide a narrative explanation.
  - c. Only employees who implement services detailed in the project proposal may charge their time to this grant.
- Column V: List the fringe benefits for all positions listed in the budget.
- Column VI: List the percentage of employee fringe benefits.
- Column VII: Where appropriate, match must be identified for each line item.



**Section I Personnel and Fringe Benefits page must be signed by the Executive Director and the agency Fiscal Officer.**

(A) TRAVEL <small>(Itemize and attach written narrative justification for each item.)</small>	I. Total Budget	II. Amount Requested From Commission
MINORITY HEALTH MONTH Expo Travel cost Minority Health Month Expo Hotel Accommodations Minority Health Month Food expenses Grantee Training Travel costs Grantee Training Hotel costs Grantee Training Food costs Local Travel  SUBTOTAL		
(B) EQUIPMENT - Rental/Leasing only <small>(Itemize and attach written narrative justification for each item.)</small>  SUBTOTAL		

AGENCY NAME \_\_\_\_\_



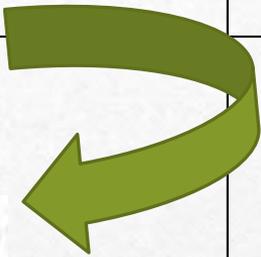
## Travel

- ❖ Provide an estimate of number of miles that will be traveled and the rate at which payment would be made, not to exceed the State rate of \$.52 cents per mile. If you have an internal policy that was approved by your board as a resolution, you can charge your agency's rate. (NOTE: The agency's policy/resolution must be submitted with the grant application).
- ❖ Lodging rate per day/per person may not exceed the state rate of \$106.00 plus room tax (if applicable).

Meals expenses are allowable for dinner and breakfast when on an approved overnight stay not to exceed \$27.00 per day with receipts for full day days travel preceded and followed by overnight stays.

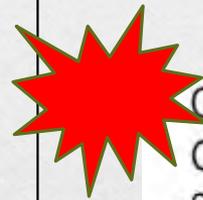
Out-of-state travel is non-allowable cost under this grant.

<b>SUPPLIES, CONTRACTS, ETC.</b> <small>(Itemize and attach written narrative justification for each item)</small>	I. Total Budget	II. Amount Requested From Commission
FISCAL AUDIT YEAR II ONLY		
SUBTOTAL		



**Each supply line item must include the cost per unit on the budget narrative justification form**

- ❖ Supplies consist of expendable items which have a useful product life of one year or less.
- ❖ Supplies include all tangible and expendable property.
- ❖ Items priced less than \$100.00 (e.g. staples, scissors, wastebaskets, paper, pens) are considered office supplies.



Consistent with the Governor's Executive Order 2007-09S, "refreshments" are not reimbursable under this grant. (See Commission website at [www.mih.ohio.gov](http://www.mih.ohio.gov) to review this EO.

AGENCY NAME \_\_\_\_\_

## SECTION II: NON-PERSONNEL – INSTRUCTIONS

Fees for conference/training sessions, when determining to be related to specific job-duties and/or responsibilities, are reimbursable or allowable. Projected number of such sessions and costs should be stated.

Only employees who implement services detailed in the project proposal may be reimbursed for actual travel expenses.

### A. Travel

- i. State estimated number of miles that will be traveled and the rate at which payment would be made, not to exceed the federal rate of \$.52 cents per mile. Example: 2,000 miles at \$.52 cents = \$1,040.00
- ii. Projected number of overnight lodgings, number of people involved and the rate per day/per person should be stated. Lodging rate per day/per person may not exceed the state rate of \$80.00 plus room tax (if applicable).
- iii. Meal expenses are allowable for dinner and breakfast when on an approved overnight stay, not to exceed \$27.00 per day with receipts for full days of travel preceded and followed by overnight stays.
- iv. Out-of-state travel is a non-allowable cost under this grant.
- v. Fees for conferences/training sessions, when determined to be related to specific job-duties and/or responsibilities, are reimbursable or allowable. Projected number of such sessions and costs should be stated.
- vi. Only employees who implement services detailed in the project proposal may be reimbursed for actual travel expenses.
- vii. Include travel cost (mileage, meals, and hotel accommodations) to attend the Awards Ceremony/ Health Expo scheduled for March 2016 and the Mandatory Grantee Training.
- viii. Refer to the Ohio Office of Budget and Management Travel Rules for applicable hotel and food rates.

### B. Equipment

Equipment is any tangible item having a useful life of one year or more which is purchased in whole or in part with Commission funds. Non-allowable costs include, but are not limited to, the following under this grant:

- VCRs/accessories
- Portable cameras
- Television
- Computers/tablets/laptops
- Ink Cartridges
- Typewriters
- Furniture (will provide state/federal salvage applications to successful grantees)
- Cell Phones
- Vehicle purchases
- Reflotron machines
- Copiers
- Refrigerators
- Baby/infant seats, cribs, clothing shoes
- Wii and other high priced computer games

**Leasing/rental of any of this equipment may be considered. The rate per month and the number of months for leasing/rental should be stated.**

### C. Supplies (Each item must have a cost per unit stated)

For purposes of Commission funds, supplies consist of expendable property items which have a useful product life of one year or less. Supplies include all tangible, expendable property other than equipment purchased with Commission funds. Equipment priced less than \$100 (e.g., staples, scissors, wastebaskets, paper, and pens) is considered office supplies.

**Consistent with the Governor's Executive Order 2007-09S, "refreshments" are not reimbursable under this grant. (See Commission website at [www.mih.ohio.gov](http://www.mih.ohio.gov) to review this EO.)**

**Printing:** Costs may include typesetting, actual printing or photocopying of the material which is completed by a commercial printing company. Included also are costs for pamphlets, brochures and flyers. Provide the unit cost.

**Contracts:** Agreements for all sub-contracts must be submitted with the following being addressed: scope of service, beginning/ending date, hourly rate and total number of contract hours.

**Advertising:** Specify the media and cost of advertisement (e.g. 3 ads at \$50.00 per ad).

**Evaluator:** As indicated in the Proposal Preparation section, the internal evaluator must be selected from the approved list of REEP evaluators. A list of these evaluators is located on our website at [www.mih.ohio.gov](http://www.mih.ohio.gov) (need actual area listed).

**Program Audit:** If funded for Year II, agencies must include the cost for a program audit.

Agreements for all sub-contracts must be submitted with the following being addressed: scope of service, deliverables, beginning/ending date, hourly rate, total number of contract hours, and include a termination clause.

Consultant expenses may not exceed 10% of the total award.

Interpreters hourly rates may not exceed \$35.00 per hour and may not be a part of the agency personnel.

(E) ADMINISTRATIVE COSTS <small>(Itemize and attach written narrative justification for each item)</small>	I. Total Budget	II. Amount Requested From Commission
SUBTOTAL		
SUBTOTAL - Non-personnel (Section II)		
TOTAL (Section I and II)		



The attached budget narrative must be completed and submitted in order for this application to be considered complete.

- Administrative charges: salaries of support staff (administrators, secretaries, accountants). Provide the percentage of time on the project per line item.

AGENCY NAME \_\_\_\_\_

## SECTION II: NON-PERSONNEL - INSTRUCTIONS

---

(E) **Administrative/Indirect costs:** Total cost **must not exceed 15% of the amount requested.**

The following may be charged as indirect costs/services and **must be itemized**:

- 1) Administrative charges: salaries of support staff (administrators, secretaries, accountants). Provide the percentage of time on the project per line item;
- 2) Rental/space leasing: space rental is an allowable cost. Space for which rental fees will be paid must meet the following requirements:
  - a. The number of months and the rate at which payment will be made should be stated;
  - b. When rent is shared among several programs, the amount charged to the Commission must not exceed the Commission's fair share. The agency must submit documentation of how the Commission's fair share was determined (e.g., if Commission-funded project uses 20% of the space, the Commission may be charged no more than 20% of the total rent);
  - c. Submit a copy of the lease which includes the building owner's name, location of the building, square footage, total amount of rent paid, terms of agreement, termination
  - d. Clause, signatures of lessee and lessor;
  - e. Approved rent is non-transferable from the original site to a new or relocated site.
- 3) Rent will not be approved for:
  - a. Space which is paid for by another state/federal program or private grant;
  - b. Space in buildings purchased with federal funds;
  - c. Space donated to the applicant agency.
  - d. Utilities: heat, water, electricity, etc.

DO NOT SUBMIT THIS PAGE WITH RFP

**BUDGET JUSTIFICATION/NARRATIVE – FY 2016**

**ADDITIONAL SHEET ATTACHED**

*(This page is mandatory and must be completed in order for the application to be considered complete. All line items need to be itemized and list unit costs.)*

Agency Name: \_\_\_\_\_ Grant Number: HUB 2016 - \_\_\_\_\_

**SECTION I: PERSONNEL AND FRINGE BENEFITS:**

**SECTION II: NON PERSONNEL:**

A. Travel:

B. Equipment: (Rental Only)



- Equipment may not be purchased with Commission funds.
- Leasing/rental of equipment may be considered.
- Provide the rate per month and the number of months for leasing/rental of equipment.

C. Supplies, Contracts, Etc. (Consultant expenses may not exceed 10% of the total award).

D. Administrative Costs:

**AGENCY NAME** \_\_\_\_\_

**SECTION III: ANTICIPATED PERIODIC DISTRIBUTION OF COMMISSION FUNDS ONLY**

SFY 2016					
BUDGET CATEGORY	Total Year	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
A. Personnel ( <i>salaries and fringes</i> )					
B. Travel					
C. Equipment					
D. Supplies, Contracts & Other					
E. Minority Health Month					
F. Administrative Costs					
<b>Total Project Cost</b> <small>(Total of all budget categories)</small>	\$	\$	\$	\$	\$

**SOURCE OF AGENCY SUPPORT**

LIST ALL OTHER SOURCES OF AGENCY SUPPORT WHICH WILL BE USED FOR THIS PROJECT:

<u>SOURCE</u>	<u>AMOUNT</u>
1. Local Appropriations	\$ _____
2. Gifts and Contributions	\$ _____
3. In-kind Contributions ( <i>itemize</i> )	\$ _____
4. State	\$ _____
5. Federal	\$ _____
<b>TOTAL AMOUNT OF APPLICANT AGENCY SUPPORT</b>	<b>\$ _____</b>
6. Other	\$ _____
<b>TOTAL AMOUNT REQUESTED FROM COMMISSION</b>	<b>\$ _____</b>

\_\_\_\_\_  
Executive Director (Blue Ink) Date

\_\_\_\_\_  
Fiscal Officer (Blue Ink) Date



**This page must be signed by the Executive Director and the agency Fiscal Officer.**

**AGENCY NAME** \_\_\_\_\_

### **SECTION III: ANTICIPATED PERIODIC DISTRIBUTION – INSTRUCTIONS**

Transfer the amounts listed in Sections I and II for each line item, by year, to the column marked "TOTAL YEAR". Add the lines. The total should not exceed award.

The periodic distribution indicates how payments should be made if the grant is funded. The amounts budgeted per period do not have to be equally distributed (anticipate start-up delays e.g. due to advertising for staff); however, the four quarterly payments must equal the amount requested.

#### **OTHER SOURCES OF FUNDING:**

- 20% of project funds must be received from sources other than the Commission'.
- Applicants must identify the source of their other funding to detail no less than 20 % of the amount requested from the Commission.

#### **Fundraising is prohibited under this grant.**

*All services are free of charge and open to the public as well as the target population.*



**This Form is mandatory. Failure to respond to all questions will deem this grant application incomplete and the applicant will be disqualified. If information is cut off in electronic format, use additional pages.**

**SECTION IV: ADMINISTRATIVE COMPLIANCE**

---

The Commission uses the information on this form to understand the applicant agency's internal policies and method of conducting business.

1. List all sources of agency funds.

2. List all sources of third-party funding.

3. Does the project's budget include documentation of 20% operational costs from sources other than the Commission?  
 YES  NO

If project income IS NOT maintained in a separate account, enter plans and timetable for doing so. If project income IS maintained in a separate account, describe how project income is identified or allocated to the project.

What actions will be taken if actual income is less than anticipated? (Explain where funds will be sought to replace deficit or which expenditures will be cut should no replacement funds be available.)

If actual income is greater than anticipated, it is desired to:

- Re-budget additional funds to expand the project.  
 Return the funds to the Commission within 30 days of the end of the project period.  
 Other (explain)

4. Describe check or warrant processing system when paying employee salaries, employee travel reimbursement, vendors or contractors, and include the titles of agency personnel involved in the process, the role of the project director and the forms used. These forms will become source documentation for accounting records.

**AGENCY NAME** \_\_\_\_\_

5. Are controls used to assure that expenditures of project funds do not exceed budgeted line-item amounts?  YES  NO (if YES, please explain system. If no controls exist, explain controls to be implemented and include timetables.)

6. Is a separate project account maintained to identify expenditures of project funds (consisting of grant funds and project income)?  YES  NO

Please explain project accounting system. If a separate accountability of project expenditures is not maintained, enter plans to change present system in order to provide separate accountability and include timetables. Include explanation of accounting for in-kind applicant support.

Does the present accounting system provide current and accurate fiscal information to assure that expenditure reports will be submitted when due?  YES  NO

If answer is "No," please explain changes to be made in the system to comply and include timetables.

Does the present accounting system provide for the project to return to the Commission on Minority Health the balance of unspent, unobligated grant funds and project income?  YES  NO

If answer is "No," please explain changes to be made to the system to comply and include timetables.

7. Project expenditures are reported on (check one)  a cash basis  an accrual basis  modified accrual basis.

If a modified accrual system is used, please explain system.

If an accrual or modified accrual system is used, please explain agency's system for encumbering or obligating funds. (Describe forms used, flow of paper, and authorizing authorities.)

8. Are time/activity records maintained for project personnel to account for time spent on the project?  YES  NO

If not, describe how personnel costs are allocated to the project. (Include controls to avoid charges to various Federal and State projects.)

9. Are fringe benefits for this project the same as those for other agency employees?  YES  NO (if NO, please explain.)

AGENCY NAME \_\_\_\_\_

10. Are there any agency non-personnel costs that are shared by project and non-project activities?  YES  NO

If yes, list them and explain how they are allocated to the project. If no, go to **Question #11**.

11. (A) Does the agency have an in-house billing system when providing goods and services to the project?  YES  NO

If yes, explain the intra-agency billing system detailing titles of individuals involved and forms used. If no, go to **Question #12**

(B) Does an appointed project representative periodically review charges set by central stores to assure that charges to the project do not exceed cost of goods plus a reasonable amount to cover the costs of maintaining and operating a central stores organization?  YES  NO

If yes, please explain the review procedures, review frequency and documentation of such reviews that will be made available to the Ohio Commission on Minority Health. If the answer is no, please explain changes to be made to the system for compliance and include timetables.

12. Does the project incur travel costs?  YES  NO

If yes, describe the procedure used to determine the project travel costs incurred when using agency vehicles (include most recent costs when available) and briefly describe project accounting system for such expenses (include a description of forms or form numbers used). If no, go to **Question #13**.

If a rate has been established for reimbursing employees when using their own vehicles, is the rate the same as that allowed for other agency employees?  YES  NO

If per diem is paid to employees on travel status, enter agency's per diem policy. Include amounts authorized for lodging, subsistence and related travel items, and describe accounting system and forms used for expenditures. **(NOTE: The rates and amounts listed for travel and per diem can not exceed those allowed by the agency for non-grant activities. Any rates or amounts in excess of the amount authorized by the State for Commission employees will not be approved from grant funds.)**

13. Are project funds budgeted for equipment, supplies and contracts?  YES  NO (If No, please go to **Question #14**)

If yes, please explain agency's procurement policies and procedures for equipment, supplies, and contractual goods and services. Detail provisions that assure free competition among suppliers; that prevent agency officers or personnel having a personal interest in the selection from influencing the procurement, that encourages procurement from minority-owned and/or operated organizations; and that assures compliance with the Copeland "Anti-Kick-Back Ad" (18 USC as supplemented in the Department of Labor Regulations 41 CFR Part 60).

AGENCY NAME \_\_\_\_\_

14. Is the project entering into any contracts for the procurement of goods and services?  YES  NO (If No, go to **Question #15**).

If YES, do contracts meet the following conditions:

a. Definition of a sound and complete agreement

YES  NO

b. Administrative remedies for violations

YES  NO

c. Termination provisions

YES  NO

15. Has an audit of the agency's funds been conducted during the past year?  YES  NO

If yes, please attach one (1) copy with the original of this application.

Is an audit of the agency anticipated during the coming year?  YES  NO

If yes, what individual(s) or organization is scheduled to perform the audit and what is the approximate date of completion?

16. If the applicant is a non-governmental agency, does it carry adequate fidelity bond coverage as indemnification against losses resulting from the fraud or lack of integrity, honesty or fidelity of one or more employees, officers, or other persons holding a position of trust?  YES  NO

If yes, attach a copy of the bonding agreement. If no, explain actions that will be taken to comply.

AGENCY NAME \_\_\_\_\_





## APPLICANT CHECKLIST

(Do **not** return this form to Commission)

- Specify the name of your agency on the bottom of all sheets.
- Receipt of Acceptance attached to the top of each application (*copy & original signed in blue ink*).
- Review the application to assure that all sections have been answered completely.
- Check to assure that appropriate signatures have been entered and dated.
- Check all figures for typing errors and to assure that all calculations are correct.  
(*Does budget match budget narrative?*)
- Attach a copy of 501 (c)(3) letter from the Internal Revenue Service (*The 501(c)(3) letter must be attached even if the agency was funded by the Commission in previous years*).
- Attach statement for Rehabilitation Act of 1976; original is signed in blue ink.
- Attach statement for Civil Rights Act of 1964; original is signed in blue ink.
- Attach completed W-9 Form signed in blue ink (*you must use the attached form; forms before the November 2005 revision date are not acceptable.*)
- Board Resolution approving agency to apply for funding on letterhead and signed in blue ink.
- Include copies of all contracts and job descriptions funded by this grant.
- Complete and attach the "Program Narrative" portion of the grant application.
- Number all pages of the grant application.
- Include a copy of agency's most recent audit.
- The original with original signatures and five (5) copies are submitted.
- Sign in Blue Ink.
- The Administrative Compliance form and a copy of the agency audit **must** be included in the original grant application, but need not be included in the copies.
- Vendor Forms – (Do not send to Ohio Shared Services – include with your grant application).

Insert a signed  
blue ink original  
W-9 form for  
your  
organization  
here.

---

# INSERT VENDOR

FORMS



**DO NOT SUBMIT THESE FORMS TO OHIO SHARED SERVICES. ALL  
FORMS ARE TO BE TURNED IN TOGETHER TO OCMH.**

Re: Potential State of Ohio Vendor Registration

Please complete the following forms in order to register as a vendor and do business with the State of Ohio.

**Vendor Information Form (OBM-5657-Rev.11/1/2011)** - Please complete the Vendor Information Form in order to assure an accurate, up-to-date record of company information. Please verify that all fields are complete and the form has been signed. Electronic signatures are not accepted at this time. Additionally, please verify that information contained on the W-9 form matches that provided on the Vendor Information Form. Specifically, legal business name, taxpayer ID # (TIN), and business type/business entity.

**IRS Form W-9 Request for Taxpayer Identification Number & Certification** - Enclosed is IRS Form W-9, revised January 2011. Please complete all applicable sections of the document including taxpayer type, a valid tax identification number, and your signature. Electronic signatures are not accepted at this time. The information you provide must match how you are registered with the IRS. Instructions for completing the form are enclosed. Should you require additional assistance in completing the W-9 form, please contact the IRS at 1-800-829-1040.

**Authorization Agreement for Direct Deposit of EFT Payments (OBM-4310-Rev.11/1/2011)** - The preferred method of payment for the State of Ohio is EFT (Electronic Funds Transfer); please complete the Authorization Agreement for Direct Deposit of EFT Payments and include a current voided check or bank letter. Instructions are provided with the Agreement form.

Send the completed forms to:

**Vendor Maintenance  
Ohio Shared Services  
P.O. Box 182880  
Columbus, Ohio 43218-2880**

**Fax: 614-485-1052  
Email: [vendor@ohio.gov](mailto:vendor@ohio.gov)**

We appreciate your assistance in this matter. If you have any questions, please contact Ohio Shared Services at 1 (877) OHIO - SS1 (1-877-644-6771) or 1 (614) 338-4781 or via our contact page at <http://www.ohiosharedservices.ohio.gov/ContactUs.aspx>.

**DO NOT SUBMIT THESE FORMS TO OHIO SHARED SERVICES. ALL  
FORMS ARE TO BE TURNED IN TOGETHER TO OCMH.**

7502



## VENDOR INFORMATION FORM

All parts of the form must be completed by the vendor. Incomplete forms will be returned. The information must be legible. Ensure this is the latest version of the form at [www.ohiosharedservices.ohio.gov](http://www.ohiosharedservices.ohio.gov).

SECTION 1 – PLEASE SPECIFY TYPE OF ACTION												
NEW <b>(W-9 OR W-8ECI FORM ATTACHED)</b>		CHANGE OF CONTACT PERSON/INFORMATON										
<input type="checkbox"/>	ADDITIONAL ADDRESS – <b>(A COPY OF AN INVOICE OR A LETTER INCLUDING THE ADDRESS IS</b>											
<input type="checkbox"/>	<b>REQUIRED)</b> CHANGE OF ADDRESS – <b>(PLEASE PROVIDE OLD ADDRESS BELOW OR ATTACH LETTER)</b>											
<input type="checkbox"/>	ADDRESS TO BE REPLACED:											
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>												
CHANGE OF TIN <b>(W-9 &amp; LETTER OF CLARIFICATION OF CHANGE, WHICH INCLUDES NEW &amp; OLD TIN IS REQUIRED)</b>												
<input type="checkbox"/>	CHANGE OF NAME <b>(W-9 &amp; LETTER OF CLARIFICATION OF CHANGE, MUST INCLUDES NEW &amp; OLD NAME IS REQUIRED)</b>											
<input type="checkbox"/>	CHANGE OF PAY TERMS	CHANGE OF PO DISPATCH METHOD										
<input type="checkbox"/>	<input type="checkbox"/>	OTHER _____ <input type="checkbox"/>										
SECTION 2 – PLEASE PROVIDE VENDOR INFORMATION												
LEGAL BUSINESS OR INDIVIDUAL NAME: (MUST MATCH W-9 OR W-8ECI FORM)												
BUSINESS NAME, TRADE NAME, DOING BUSINESS AS: (IF DIFFERENT THAN ABOVE)												
FEDERAL EMPLOYER ID (EIN) OR SOCIAL SECURITY NUMBER (ssn):												
<table border="1"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>												
SECTION 3 – PLEASE PROVIDE COMPLETE ADDRESS												
ADDRESS:		COUNTY:										
CITY:	STATE:	ZIP CODE:										
SECTION 4 – ADDITIONAL ADDRESS (IF MORE THAN 2 ADDRESSES, PLEASE INCLUDE A SEPARATE SHEET)												
ADDRESS:		COUNTY:										
CITY:	STATE:	ZIP CODE:										

**SECTION 5 – CONTACT INFORMATION & PERSON TO RECEIVE PURCHASE ORDER**

NAME:

WEBSITE:

PHONE: FAX:

EMAIL:

**PREFERRED METHOD OF BEING CONTACTED: (CHECK ONE)**

E PHON  
EMAIL

**SECTION 6 – INDIVIDUAL TO RECEIVE EMAIL NOTICE OF BID EVENTS - A USER ID & PASSWORD WILL BE SENT TO THE EMAIL ADDRESS BELOW**

NAME:

EMAIL: PHONE:

**TO ADD AN ADDITIONAL OR REPLACE A STRATEGIC SOURCING CONTACT PERSON**

ADDITIONAL CONTACT PERSON  REPLACE CONTACT PERSON (WILL BE MARKED INACTIVE)

NAME:

EMAIL: PHONE:

**SECTION 7 – PAYMENT TERMS (PLEASE CHECK ONE – IF NONE IS SELECTED THEN NET 30 WILL APPLY)**

2/10 NET 30  NET 30  NET 45  NET  
 60  NET 90

**SECTION 8 – PURCHASE ORDER DISTRIBUTION – OTHER THAN USPS MAIL**

EMAIL  OR FAX:

**SECTION 9 – PLEASE SIGN & DATE**

PRINT NAME: DATE:

SIGNATURE: (DIGITAL SIGNATURES NOT ACCEPTED AT THIS TIME)

**SECTION 10 – STATE OF OHIO AGENCY CONTACT PERSON (AGENCY RECEIVING PAYMENTS FROM)**

CONTACT NAME/EMAIL/PHONE:

COMMENTS:

**Note: This document contains sensitive information. Sending via non-secure channels, including e-mail and fax can be a potential security risk.**

Two large empty rectangular boxes for additional information or comments.



**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN.

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

## What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

**a. Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note. ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

**b. Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

**c. Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

**d. Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

**e. Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

**Line 2**

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

**Line 3**

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

**Limited Liability Company (LLC).** If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

**Line 4, Exemptions**

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

**Exempt payee code.**

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4 <small>See Form 1099-MISC, Miscellaneous Income, and its instructions.</small>

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note.** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution.** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for services, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor The grantor-trustee
4. a. The usual revocable savings trust (grantor is also trustee)	The actual owner
b. So-called trust account that is not a legal or valid trust under state law	The owner
5. Sole proprietorship or disregarded entity owned by an individual	The grantor*
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity The corporation
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The
10. Partnership or multi-member LLC	orga
11. Partnership or multi-member LLC	
12. A broker or registered nominee	

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

**Note.** Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/DD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@ftc.gov](mailto:spam@ftc.gov) or contact them at [www.ftc.gov/idtheft/](http://www.ftc.gov/idtheft/) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

<sup>1</sup> If you are the person whose number you furnish, if only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the name and either the SSN or

tax-exempt organization



**SECTION 4 - READ THE AGREEMENT, SIGN & DATE - DIGITAL SIGNATURES ARE NOT ACCEPTED AT THIS TIME**

- > Account changes must be reported to Ohio Shared Services thirty (30) days prior to the effective date.
- > All EFT accounts are tied to an address in our system, a form is required for each address (if needed).

**ATTENTION ODJFS PROVIDERS:** It is the provider's responsibility to keep ODJFS **AND** Ohio Shared Services informed of any changes in order to receive important information regarding benefits and to remain qualified for payments. Information provided must match the information on file with Medicaid or your form will be returned. If you are uncertain, please contact Provider Enrollment at (800) 686-1516 or verify/ update the information in the MITS Medicaid Web Portal located at <https://ssopro.mits.odjfs.state.oh.us/prossecure/authiam/login?HOSTNAME=ssopro.mits.odjfs.state.oh.us>.

- The entity listed hereby authorizes the Ohio Office of Budget and Management (OBM) to initiate credit entries to its account in the financial institution identified above. Additionally, this form provides OBM the authority to debit any erroneous credit or transfers to the account in the amount of the transfer.
- This authority is to remain in effect until revoked by us in writing to Ohio Shared Services, a division of OBM.

I have attached a copy of a current voided check or included a bank letter.

ODJFS PROVIDERS - I have ensured the Name, Address, TIN, & Provider Number matches the information in the MITS Medicaid Web Portal.

Preferred method of being contacted: (circle one)

PHONE  
EMAL

PRINT NAME

SIGNATURE (DIGITAL SIGNATURE NOT ACCEPTED AT THIS TIME)      DATE

**Attach a voided check here using tape or include a bank letter signed by a bank representative.**

**NOTE**

- The bank letter must include the Name on the Account, Routing Number, Account Number and Type of Account. This letter must be typed, not handwritten, on bank letterhead, and signed by a bank representative. Exceptions will be made for Prepaid Cards.
- All information on the current voided check must be imprinted; this includes the name, address, account and routing numbers. No information can be handwritten.
- We are unable to accept starter checks, deposit slips, or bank statements.
- The name and address on the form and the check/bank letter must match the information in our current vendor records &/or MITS.

**Please note:** This record is subject to public records requests under the laws of the State of Ohio. If you are a business entity that provides a social security number in place of a Federal Tax ID number, you are waiving any expectation of privacy and this record may be subject to disclosure.

<p><b>SUBMIT FORM TO:</b></p> <p><b>Mail:</b> Ohio Shared Services - Attn: Vendor Maintenance P.O. Box 162880 Cois., OH 43218-2880</p> <p><b>E-mail:</b> <a href="mailto:vendor@ssopro.mits.odjfs.state.oh.us">vendor@ssopro.mits.odjfs.state.oh.us</a></p> <p><b>Fax:</b> 1 (614) 485-1052</p>	<p><b>DO NOT SUBMIT THESE FORMS TO OBM. Submit to the Commission</b></p>
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## INSTRUCTIONS FOR COMPLETING THE AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF EFT PAYMENTS

### SECTION 1

- Place a check mark to indicate the type of transaction.
- Enter the complete name and address of the company or individual participating in the EFT program.

Enter your phone number & email address. When your email address is provided, you will receive an automated email notification stating your banking information has been added or updated in our system.

- Enter your Employer Identification Number or your Social Security Number (required).
- Please enter your OAKS Vendor Id Number (if known).
- Check all that applies. If you are an ODJFS or DODD provider please check mark to indicate & add Provider Id Number or please specify, if you are a RSC-PCA, Lottery Winner, or All Other.

### SECTION 2 (New Information)

- Please enter the new name and phone number of the financial institution authorized to conduct transactions, as it should be updated in our system.
- Please place a check mark to indicate the type of account to which funds are to be deposited.
- Enter the Account Number to which the EFT Transactions are to be deposited.
- Enter the financial institution's Transit Routing/ABA number in the spaces provided. This is a nine digit number that is shown on your check or bank letter.

### SECTION 3 (Old/Prior Information) Required if a CHANGE/UPDATE

- Please enter the name and phone number of the previous financial institution authorized to conduct your transaction. This should be the last EFT account information that was submitted to the state and is currently in our system.
- Enter the OLD/Prior Account Number to which the EFT Transactions were deposited.
- Enter the OLD/Prior financial institution's Transit Routing/ABA number in the spaces provided.

### SECTION 4

- Please read all of the information listed in Section 4. Read & check mark the boxes to verify you have acknowledged the information. Then print your name, sign your name, and provide the date.
- Please attach a current voided check or bank letter (required).

**NOTE:** The bank letter must be on bank letterhead and signed by a bank representative. It must include the name on the account, type of account, routing number, & account number. Exceptions will be made for Prepaid Cards.

**APPENDIX A**

Community Pathways HUB  
Certification Prerequisites and Standards

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## Pathways Community HUB Certification Standards Background/Rationale and Requirements

### HUB PREREQUISITES

#### *PREREQUISITE #1*

The HUB is an independent legal entity or an affiliated component of a legal entity.

##### Background/Rationale

The HUB is a legal entity that has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions. The HUB can be an association, corporation, partnership, proprietorship, or trust that has legal standing in the eyes of the law.

##### Review Items to Achieve Prerequisite #1

- a. Copy of most recent IRS Form 990;
- b. Copy of IRS Determination letter with Tax ID/Employer ID number (EIN); and/or
- c. DUNS Number.

#### *PREREQUISITE #2*

The Pathways Community HUB has been operating for a minimum of six months using standardized Pathways.

##### Background/Rationale

The HUB is beyond the planning phases of development and has utilized standardized Pathways within a network of care coordination agencies (see Appendix A).

##### Review Items to Achieve Prerequisite #2

- a. Memorandum of Understanding (MOU), contracts, financial reports, or other formal documentation that substantiates a minimum of six-months using standardized Pathways.

***PREREQUISITE #3***

The HUB is based in the community and / or region it serves.

**Background/Rationale**

The HUB office and staff are located within the community and / or region it serves. The HUB is established to remove siloes for the population at-risk within a specified service area. It is imperative that the HUB have a thorough understanding of capacity; both of the care coordination agencies and the providers of direct services.

**Review Items to Achieve Prerequisite #3**

- a. Description of the HUB service area, (i.e., geographic service area - census tracts, zip codes, county, region); and
- b. Physical address of the HUB; and
- c. Physical addresses of contracted care coordination agencies; and
- d. If the HUB covers more than one county (regional), then an explanation of how and why this service area was established.

***PREREQUISITE #4***

There is only one Pathways Community HUB located within the community and / or region it serves.

**Background/Rationale**

Pathways Community HUB services are coordinated through a single tracking system, allowing for the identification and elimination of duplicative services and the improvement of health outcomes across a defined service area and population.

**Review Items to Achieve Prerequisite #4**

- a. List of all communities and / or regions using the Pathways Community HUB model in the state; and, if applicable
- b. Identification of any service area overlap with another HUB, an explanation of why an overlap exists, and documentation of how the overlap is addressed.

***PREREQUISITE #5***

The HUB reviews and / or conducts community needs assessments.

**Background/Rationale**

A community needs assessment, which includes local data specific to medical, behavioral health, social, environmental, and educational factors, guides the HUB in its efforts to improve health and reduce inequities. Hospitals, health departments, and other community partners should work together to assess community health needs and resources, and create a shared plan for addressing those needs.

Review Items to Achieve Prerequisite #5

- a. A copy of a community needs assessment, conducted no more than three years prior of the HUB's catchment area that includes local data related to the medical, behavioral health, social, environmental and educational needs and opportunities; and
- b. Description of how the HUB uses the community needs assessment to identify populations to be targeted for community care coordination services.

*PREREQUISITE #6*

The HUB coordinates a network of care coordination agencies serving at-risk clients.

Background/Rationale

To promote positive health outcomes and cost savings, the HUB connects those who are at-risk to a care coordinator, and ensures the client receives coordinated medical, behavioral health, social, environmental, and educational services.

Review Items to Achieve Prerequisite #6

- a. Contracts, MOUs, or other legal documents (or representative portions thereof) describing the relationship between the HUB and at least two care coordination agency members; and
- b. List of all of the contracted care coordination and referral agencies; and
- c. List of services provided by each care coordination agency member, and their eligibility requirements; and
- d. Attestation that there is *at least* one .5 FTE community care coordinator at each care coordination agency (see Appendix B).

*PREREQUISITE #7*

The HUB uses standardized Pathways.

Background/Rationale

Each standardized Pathway, when completed, represents a specific risk factor that has been identified and addressed. The use of standardized Pathways attracts payers that are interested in funding evidence-based models of care coordination. Additionally, using standardized Pathways allows for further research, evaluation, analysis and improvement of the model.

Review Items to Achieve Pre-requisite #7

- a. List of all standardized Pathways currently being used by the HUB (see Appendix A).

*PREREQUISITE #8*

The HUB has contracts with more than one payer.

Background/Rationale

To help ensure comprehensive and sustainable care coordination services, the HUB has diverse and multiple revenue sources.

Review Items to Achieve Prerequisite #8

- a. Contracts (or representative portions thereof) with a minimum of two payer(s).

*PREREQUISITE #9*

The HUB aligns payments with measured outcomes in its contracts with payers and care coordination agency members.

Background/Rationale

Standardized Pathways link billing codes to Pathway steps. Payment for Pathway steps / outcomes is a key component of the HUB model, and promotes accountability, quality, equity, health improvement, and value.

Review Items to Achieve Prerequisite #9

- a. Contracts or other financial documents (or representative portions thereof) demonstrating that a minimum of fifty percent of all payments are related to intermediate and final Pathway steps / outcomes.

*PREREQUISITE #10*

The HUB complies with the Health Information Privacy and Accountability Act (HIPAA).

Background/Rationale

Ensuring strong privacy protections is critical to maintaining individuals' trust in their medical and behavioral health providers, and their willingness to obtain needed services. At the same time, circumstances arise where information may need to be shared to ensure individuals receive the best services. Therefore, all those working with the HUB comply with the Health Information Privacy and Accountability Act (HIPAA).

Review Items to Achieve Prerequisite #10

- a. HIPAA protection policies in the HUB operations manual;
- b. Signed HIPAA compliant agreements between the HUB, care coordination agencies, service providers, and others; and
- c. Documentation that all HUB personnel receive and complete HIPAA training upon hire, and annually thereafter. Examples of acceptable documentation could include a list of personnel who have completed the training and/or copies of certificate of training completion.

*PREREQUISITE #11*

The HUB is a neutral entity and operates in a transparent and accountable manner.

**Background/Rationale**

The HUB does not refer clients to any community care coordinator that it may employ. The HUB is responsible for referring clients based on the services, competencies, and capacity of its care coordination agency members, and the needs of the clients. Therefore, the HUB needs a transparent and objective process and criteria to ensure that the referral process is unbiased.

**Review Items to Achieve Prerequisite #11**

- a. Copy of the conflict of interest policy; and
- b. Copy of conflict of interest form template that is signed by HUB personnel, advisors, and Board members; and
- c. Copy of a policy that describes the criteria and process to refer clients to care coordination agency members. This policy includes how referrals are distributed when a client meets the eligibility requirements of two or more care coordination agency members; and
- d. Confirmation that the HUB does not employ community care coordinators participating in the HUB's care coordination agency network.

## HUB STANDARDS

### *Organizational Infrastructure Standards*

1. The HUB has infrastructure and capacity to fully implement the Pathways Community HUB Model.

#### Background/Rationale

The HUB must have adequate infrastructure to track and document the delivery of services to those at-risk and must have the capability to document the Pathways process and outcomes, process payments to care coordination agencies, and contract with and invoice payers.

#### Review Items to Achieve Standard 1

- a. Copy of the HUB's organizational chart that includes all departments, personnel and reporting structure. If the HUB is an affiliate of a larger umbrella organization, then the relationship should be reflected; and
  - b. Copies of job descriptions for each key HUB employee.
2. The HUB Director possesses the experience and skills to effectively manage the HUB including a commitment to community health and equity as well as strong business and communication skills.

#### Background/Rationale

The HUB Director must have diverse competencies to ensure the success and sustainability of the HUB. Key competencies include, but are not limited to:

- Engaging and partnering with community care coordination agencies serving at risk populations;
- Developing and maintaining relationships with diverse stakeholders including care coordination agency members, providers, and payers;
- Developing and managing contractual relationships with payers; and
- Developing and managing performance outcomes and contractual compliance.

#### Review Items to Achieve Standard 2

- a. Copy of HUB Director's job description; and
  - b. Copy of HUB Director's resume(s) and /or curriculum vitae; and if applicable,
  - c. Additional resume(s) of staff or subcontractor(s) in key positions complementing the competencies of the HUB Director.
3. All HUB staff receive Pathways Community HUB training.

#### Background/Rationale

The HUB model focuses on identifying and engaging at-risk individuals, documenting risk factors and addressing those risk factors in a pay for performance, outcome-focused approach. Program *and* financial personnel must understand the model and how the HUB operates to assure its effectiveness and efficiency.

Review Items to Achieve Standard 3

- a. Copy of training outline; and
- b. Attestation that all new staff receive comprehensive training about the HUB model with updates as needed (see Appendix B).

*Governance & Administration Standards*

4. The HUB engages and is advised by a Community Advisory Board.

Background/Rationale

To ensure the HUB understands and meets the needs of those who are at-risk, the HUB leverages existing community resources, and seeks to add value to the community. Local leaders, therefore, need to be meaningfully engaged and empowered to guide and advise the strategies of the HUB.

Review Items to Achieve Standard 4

- a. List of Community Advisory Board members, including brief biographies for each; and
  - b. Description of the roles and responsibilities of Advisory Board members; and
  - c. Description of how the Advisory Board reflects the community/region that the HUB serves; and
  - d. Minutes from Advisory Board meetings that occurred within the past six months.
5. The HUB has written agreements with its care coordination agency members.

Background/Rationale

To ensure clarity and transparency of the roles and responsibilities of, and financial arrangements between, the HUB and care coordination agency members, written agreements are needed.

Review Items to Achieve Standard 5

- a. Current operational and fiscal agreements (or representative portions thereof) with each care coordination agency member, e.g., contracts, MOU, Business Associate Agreements.
6. The HUB is committed to continual quality improvement.

Background/Rationale

The HUB is responsible for monitoring and improving the quality of care coordination services provided to those who are at-risk. Therefore, the HUB must have Quality Improvement policies and a plan. The HUB must regularly evaluate its services as well as those services provided by care coordination agency members.

Review Items to Achieve Standard 6

- a. Copy of the HUB Quality Improvement (QI) Plan, that includes but is not limited to:
  1. Description of HUB's mission, program goals, and objectives; and

2. Description of how QI projects are selected, managed, and monitored; and
  3. Description of quality methodology (such as PDSA, Six Sigma) and quality tools/techniques to be utilized throughout the HUB and with its members; and
  4. Documentation of quality improvement reviews; and
  5. Documentation of how identified quality improvement opportunities add to or change existing policy and assure appropriate additional trainings for HUB and care coordination agency members' personnel.
- b. Copies of the referral policies and procedures, that include at a minimum:
1. Required number of attempts to reach the client; and
  2. How the attempts to reach the client are documented; and
  3. Strategies used to reach the client, e.g., phone, mail, email, social media, home visit; and
  4. Time frame for contacting the client; and
  5. Communicating outcome of the referral to the HUB; and
  6. Communication from the HUB back to the referral source.
- c. Copies of policies and procedures addressing duplication of services, that include at a minimum:
1. New client enrollment process; and
  2. How duplication is identified, documented, and eliminated, when appropriate; and
  3. How clients with more than one identified community care coordinator are managed, when this is necessary.
- d. Copies of policies and procedures addressing home visits that include at a minimum:
1. Home visiting frequency; and
  2. How attempted visits are documented; and
  3. How contacts between visits are documented; and
  4. How educational information is chosen and given by care coordinators; and
  5. Safety measures.
- e. Copies of policies and procedures addressing supervision, including at a minimum:
1. Frequency of performance reviews; and
  2. Frequency of caseload reviews; and
  3. Community care coordinator to client ratios to determine maximum caseload per full- and part-time equivalent care coordinators; and
  4. Supervisor to community health worker ratio; and
  5. How a client's comprehensive assessment and plan of care that is provided by a community health worker is reviewed and signed off by their supervisor; and
  6. Timing of supervisor review following the CHW comprehensive assessment; and
  7. Action taken by the CHW and supervisor when urgent issues are identified.

- f. Copies of policies and procedures that outline the HUB's role in identifying and addressing performance issues with care coordination agencies.
7. The HUB and its care coordination agency members have effective Human Resource policies and procedures.

**Background/Rationale**

To ensure equitable and consistent application of HUB policies, procedures and benefits, the HUB's personnel must be knowledgeable of human resources policies and procedures that govern the HUB.

**Review Items to Achieve Standard 7**

- a. Copy of the HUB Human Resource Manual that includes, at a minimum:
    - 1. Training requirements;
    - 2. Policies regarding hiring, termination, outstanding performance, dress code, complaint procedures;
    - 3. Background check information;
    - 4. Sexual harassment and discrimination policies;
    - 5. Disciplinary policy;
    - 6. Problem-resolution process;
    - 7. Professional boundaries education; and
  - b. Attestation that each contracted care coordination agency has human resources policies and procedures that include at a minimum the above (see Appendix B).
8. The HUB and its care coordination agency members are culturally competent organizations that provide culturally and linguistically proficient services.

**Background/Rationale**

The Pathways Community HUB model of care coordination focuses on improving health, advancing health equity, improving quality, and eliminating disparities. Consequently, it is vital to provide effective, equitable, understandable, and respectful quality services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy, and other communication needs.

**Review Items to Achieve Standard 8**

- a. Copy of the HUB's organizational and workforce development policies and procedures specific to cultural and linguistic competencies; and
- b. Attestation that each contracted care coordination agency has organizational and workforce development policies and procedures in place that assures culturally and linguistically competent services (see Appendix B).

*Community Care Coordination Workforce Standards*

9. Community care coordinators are supported and supervised by a competent professional, working within the scope of their license.

Background/Rationale

Community care coordinators work with clients and the community-at-large to address the needs of at-risk individuals. Supervision of community care coordinators by a licensed professional is a key to providing quality services.

Review Items to Achieve Standard 9

- a. Supervisors are licensed professionals working within the scope of their profession; and
  - b. Resume and /or curriculum vitae for each Supervisor.
10. Community Health Workers are supported by effective and culturally competent supervisors.

Background/Rationale

When a community care coordinator is a Community Health Worker (CHW), it is important that she/he is supported and supervised by a registered nurse, licensed clinical social worker, or another health, social, or behavioral health professional that understands and values the role of CHWs. CHW Supervisors must be culturally competent, attend CHW trainings, and be proficient in supervising CHWs.

Review Items to Achieve Standard 10

- a. CHW Supervisor job descriptions; and
  - b. CHW Supervisor's resumes and /or curriculum vitae; and
  - c. Documentation that the CHW Supervisor completed the minimum CHW training requirements (see Appendix C).
11. Community Care Coordinators have comprehensive training, education, and support.

Background/Rationale

Education, training, and support for community health workers and non-CHW community care coordinators are essential to achieve improved health outcomes for those at-risk. CHW and non-CHW community care coordinators must meet the minimum training requirements.

Review Items to Achieve Standard 11

- a. Documentation that each community care coordinator has completed comprehensive training (see Appendix C).

### *Scope of Services Standards*

12. The HUB ensures care coordination services address the medical, behavioral health, social, environmental, and educational needs of those who are at-risk.

#### Background/Rationale

The HUB must collect client demographics and other client information to effectively address the medical, behavioral health, social, environmental, and educational risk factors. In order to improve health outcomes, an individualized care plan must be developed to prioritize and address the client's risk factors.

#### Review Items to Achieve Standard 12

- a. Copy of demographic intake form; and
  - b. Copy of the comprehensive checklists; and
  - c. List of other tools used to gather information and develop individualized care plans.
13. The HUB assesses and monitors each client's risk status.

#### Background/Rationale

To ensure an at-risk individual's risk factors are being addressed and that limited resources are being used efficiently-the HUB assesses and monitors the progress of addressing each client's identified risk factors. The HUB aligns the intensity of care coordination services with the client's level of risk.

#### Review Items to Achieve Standard 13

- a. Copies of the policies and procedures that describe how data is used to identify at risk individuals, and how risk factors are addressed; and
  - b. Documentation of how often and when individual risk assessments occur; and
  - c. Explanation of how risk measurement translates into intensity of care coordination services.
14. The HUB tracks, monitors, and reports on client services.

#### Background/Rationale

The HUB and its care coordination agency members must effectively and efficiently serve those at-risk. The HUB must document and report on the status of its clients.

#### Review Items to Achieve Standard 14

- a. Copies of reports that include, at a minimum:
  1. Number and type of clients served; and
  2. Risk tracking over time; and
  3. Information by client, care coordinator, agency, and HUB;
    - o List of standardized Pathways, o Initiated Pathways,
    - o Pathways in Process,

- o Completed Pathways, and
- o Finished incomplete Pathways

15. The HUB promotes collaboration, intersectoral teamwork, and community-clinical linkages.

**Background/Rationale**

The HUB facilitates team-based multidisciplinary services to help ensure quality and continuity of services that may involve communication and data sharing among multiple practitioners, agencies, community care coordinators, and the client. At a minimum, the client's team includes the client, primary care provider, and a community care coordinator.

**Review Items to Achieve Standard 15**

- a. Description of the mechanism used to communicate with all members of the client's team, e.g., Electronic Health Record, registry; and
- b. Samples/screen shots of documents and tools used to communicate information across agencies and among client teams.

*Accountability Standards*

16. The HUB conducts a cost benefit analysis.

**Background/Rationale**

In order to sustain community care coordination services and the Pathways Community HUB, a cost-benefit analysis must be conducted to determine the financial impact of HUB services and if service efficiencies, cost savings, and health improvements are achieved.

**Review Items to Achieve Standard 16**

- a. Copy or description of the cost-benefit analysis used; and
- b. Documentation that the cost benefit analysis is used to improve the quality and efficiency of the HUB's operations.

17. The HUB communicates its strategies, programs, and progress to the community it serves.

**Background/Rationale**

The HUB is committed to improving the health of the community, and is responsible to the community. Therefore, the HUB regularly communicates and reports its strategies, progress, and challenges to its funders, policy makers, care coordination agency members, clients, and the community at-large.

Review Items to Achieve Standard 17

- a. Copy of most recent report to the community that includes, but is not limited to:
  - 1. A description of HUB initiatives, e.g., community needs assessments and health improvement plan, demographic information of those served, Pathway reports, health outcomes, cost savings. and
  - 2. Description of partnerships, workforce, volunteers, and financing to achieve HUB initiatives; and
  - 3. Future strategies to address unmet needs; and
- b. Copy of the HUB's dissemination plan.

## APPENDIX

A.



Appendix A  
-Pathways

B.



Appendix B -  
Attestation Form

C.

Appendix C -  
Training Req.

**APPENDIX B**

Rockville Institute  
Certification Costs



## Pathways Community HUB Certification Program

### Fee Structure

Initial certification (\$15,000) requires a comprehensive assessment of HUB compliance with PCHCP Prerequisites and Standards. This process involves application review, technical assistance, document reviews, and site visits. Granting of certification designation is contingent upon HUB compliance with 90% or more of the Standards and all prerequisites.

Desktop Review (\$5,500) consists of the same process as conducted during the initial certification, with the exception of a site visit. The desktop review occurs two years from the date of initial certification. The intent of this two-year review is to assess compliance, identify changes in the HUB's services, and to ensure continuous quality improvements are actively being implemented by the HUB and its network of care coordination agencies.

Re-Certification (\$15,000) consists of the a full comprehensive review and includes a site visit. Re-certification remains in effect for 4 years.

**APPENDIX C**

Project Action Plan  
Format and Sample

# Project Action Plan Format and Sample

Using the format below, provide each required, numbered goal, numbered SMART objectives, approach (How will you do it?), activities (What will take place), evaluation (Anticipated results, which tools used to collect data), responsibilities (Who will be responsible?), and timeline (Time frame in which each activity will take place.)

## Goal 1: Replicate or Expand the Pathways Community HUB

Objective 1.1 By the end of first quarter, ABC Agency will have key staff attend and participate in the Pathways Model and begin the internal process to train all HUB care coordination agencies.

Approach: Agency ABC will require all key staff to attend the training and train HUB care coordination agencies.

Activity: Agency ABC key staff will attend training and will hold HUB model training meetings with care coordination agencies

Evaluation: Sign in sheets of key staff at training and sign in sheets of participating care coordination agencies  
Number of key staff and Community Care Coordination Agencies who participate in training.

Responsibility: HUB Program Director

Timeline: Training number one to be held between January 1, 2016 and January 31, 2016 Training number two to be held between February 1, 2016 and February 29, 2016

Objective 1.2 Insert SMART objective here

Approach: List approach(es) here

Activity: List activity(ies) here Evaluation:

Insert evaluation strategy here

Responsibility: Provide names of those who will be responsible for this objective and activities

Timeline: List projected activity dates here.

Objective 1.3 Insert SMART objective here

Approach: List approach(es) here

Activity: List activity(ies) here Evaluation:

Insert evaluation strategy here

Responsibility: Provide names of those who will be responsible for this objective and activities

Timeline: List projected activity dates here.

Continue with each required goal and objective as outlined in the Proposal Narrative -Project Action plan.

# CONTACT INFORMATION



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# QUESTIONS



**Please note:** All questions asked during both technical assistance webinars will be placed on the website under Frequently Asked Questions within 24 hours of the session.