

**STATE OF CONNECTICUT  
DEPARTMENT OF SOCIAL SERVICES (DSS)  
COMMUNITY HEALTH WORKER GRANT PROGRAM – FUNDING OPPORTUNITY**

**I. OVERVIEW**

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021 and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Fiscal Local Recovery Fund, which together is known as the Coronavirus State and Local Fiscal Recovery Funds program (“CSLRF program”). The funds provided through the CSLRF program are intended to provide support to State, territory, local, and Tribal governments in responding to the public health emergency or its negative economic impacts.

Pursuant to Section 240 of Public Act 22-118 as passed by the General Assembly, the State of Connecticut Department of Social Services (DSS) shall establish a community health worker grant program. The purpose of such program is to provide grants to community action agencies (CAAs) that employ or seek to employ community health workers who provide a range of services to persons adversely affected by the COVID-19 pandemic.

CAAs are the only eligible entities to apply for this funding opportunity. Approved and accepted grant applications will be funded through a contract with the Department of Social Services.

**II. DEFINITIONS**

(1) "Community action agency" means a public or private nonprofit agency which has previously been designated by and authorized to accept funds from the federal Community Services Administration for community action agencies under the Economic Opportunity Act of 1964, or a successor agency established pursuant to section 17b-892 of the general statutes;

(2) "Community health worker" means a public health outreach professional with an in-depth understanding of the experience, language, culture and socioeconomic needs of the community and who provides a range of services, including, but not limited to, outreach, engagement, education, coaching, informal counseling, social support, advocacy, care coordination, research related to social determinants of health and basic screenings and assessments of any risks associated with social determinants of health; and

(3) "COVID-19" means the respiratory disease designated by the World Health Organization on February 11, 2020, as coronavirus 2019, and any related mutation thereof recognized by said organization as a communicable respiratory disease.

**III. GENERAL INFORMATION, APPLICATION AND PROCESS**

**A. General Information:** The funding received through this application may be used by the CAA to employ or seek to employ community health workers who provide or will provide a range of services to persons adversely affected by the COVID-19 pandemic.

In accordance with Section 240(e) of PA 22-118, the Department shall review all grant applications received under the program and determine which applications are eligible for funding. Criteria for such determinations shall be established by the department and is included in this application.

In accordance with Section 240(f) of PA 22-118, **the amount of any grant issued to a CAA shall not exceed forty thousand dollars annually per CHW employed by such CAA and the total amount of grants issued to CAAs in the aggregate shall not exceed seven million dollars.**

**B. Available Funding:** \$7,000,000.00 in funding available is broken down as follows:

PHASE I funding: \$4,000,000.00 must be obligated and expended by September 30, 2024.

PHASE II funding: \$3,000,000.00, available July 1, 2023. Must be expended by September 30, 2024.

**C. Application Phases and Submission Due Date for PHASE I:**

The Department will issue this application in two (2) phases.

**PHASE I**

Applications for Phase I funding must be received by the Department's Authorized Contact (see section III E) by **2:00 pm on Friday, October 28, 2022.**

Applications must be submitted to the Departments' Authorized Contact (See Section III E).

Please note in the subject line: **CAA NAME – PHASE I CHW FUNDING OPPORTUNITY.**

**PHASE II**

The Department will issue an application for PHASE II funding no later than **Friday, March 3, 2023.**

Please note that if the aggregate total of PHASE I grants issued are less than the total PHASE I funding, the balance shall be added to the PHASE II funding level.

**D. Technical Assistance:**

**Questions:** The Department will accept questions about this application and process. Questions must be submitted to the Department's Authorized Contact (see Section III E) in writing by **5:00 pm on Monday, October 3, 2022.** The Department shall issue written responses to all questions received no later than **9:00 am on Thursday, October 6, 2022.**

**Optional Technical Assistance Conference:** The Department will hold a virtual conference for Applicants to provide technical assistance to the applicants, if needed. The tentative date for Technical Assistance Conference is **2:00 pm on Thursday, October 6, 2022.** Please limit the attendees to two (2) per CAA. Please submit the name(s) and email addresses of the planned attendees to the Department's Authorized Contact (see Section III E) by **5:00 pm on Wednesday, October 5, 2022.**

**E. Department's Authorized Contact:**

The Department's Authorized Contact for this Application:

Kathleen M. Brennan  
Office of the Commissioner  
[Kathleen.Brennan@ct.gov](mailto:Kathleen.Brennan@ct.gov)

**F. Application Review:**

The Department shall review all grant applications received under the program and determine which applications are eligible for funding. Criteria for such determinations are set forth in the Application. Applications will be individually reviewed by DSS for content, completeness, proposed use of funds and proposed budget. DSS reserves the right to submit clarifying questions to the CAA.

All of the CAAs are eligible to receive the available funding. The Department shall review all grant applications received by the due date and time and shall issue awards up to the amount requested. If the total amount of accepted grant applications exceed the PHASE I funding, the Department shall prorate the accepted applications to remain within the funding limit.

**IV. APPLICATION**

CHW PROGRAM APPLICATION	
<b>1. GENERAL INFORMATION</b>	
a.	CAA Name:
b.	Business Address:
c.	Name and Title of Authorized Contact for this Application:
d.	Contact Information for Authorized Contact:
e.	Hours of Operation:
f.	Hours of Operation Open to the Public:
<b>2. MISSION AND VISION FOR CHW PROGRAM</b>	
a.	A statement of the CAA’s mission and a description of how a CHW program would further the mission of the CAA.
<b>3. EXISTING COMMUNITY HEALTH WORKER PROGRAM – MUST BE COMPLETED BY CAAs THAT CURRENTLY EMPLOY CHWs</b>	
a.	A narrative of the CAA’s current CHW program including the current number of full-time and part-time CHWs employed by the CAA.
b.	A narrative description of the role(s) and responsibilities of the CHWs including the range of services provided.
c.	A narrative description, including examples of how the CAA has integrated CHWs into an individual’s care delivery team and their capacity to address health care and social services needs within the CAA’s catchment area.
d.	A narrative description of how the CAA measures the impact and effectiveness of the CHWs
e.	A list of the CAAs existing contractual relationships with state agencies and organizations through which the CAA provides CHWs.
<b>4. PROPOSAL TO ESTABLISH OR ENHANCE/EXPAND A COMMUNITY HEALTH WORKER PROGRAM</b>	
a.	Project description: Provide a description of the proposed use of funds including the purpose, the population to be served, the desired outcome and how the outcome will be measured. The project description must (1) specify the number of CHWs the applicant seeks to employ through the grant, (2) the range of services to be provided by the CHWs; (3) the strategies for integrating CHWs into the CAAs care delivery team including the capacity to address health care and social services needs within the CAA’s catchment area; and (4) explain how the proposal is related, and reasonably and proportional to a public health or negative economic impact of COVID-19.

b.	Project detail: Describe the project milestones, including a proposed timeline project activities from development to implementation and evaluation. The proposed timeline may begin no sooner than the effective date of the contract vehicle.
c.	Equity Efforts: Describe if and how the proposed project will promote equitable outcomes. (Refer to <a href="#">SLFRF-Compliance-and-Reporting-Guidance.pdf (treasury.gov)</a> for more detail - p 36 – 37)
d.	Community Engagement Efforts: Describe if and how the proposed project is incorporating community engagement strategies. (Refer to <a href="#">SLFRF-Compliance-and-Reporting-Guidance.pdf (treasury.gov)</a> for more detail - p 37)
e.	Evaluation and Sustainability: Describe the planned method to evaluate the impact of the project and, understanding that the ARPA funding is time limited, describe if and how this project will be sustained after the funding provided has been expended.
5.	<b>BUDGET</b>
a.	Complete and submit the <a href="#">ARPA CHW Budget Workbook 9-23-2022.xlsx</a> for the proposed use of requested funding. NOTE-WELL: Funds must be obligated and expended by September 30, 2024.
b.	A supporting narrative for the proposed budget.