

**Subject:** New submission ALBANY Workforce Development Application

**Date:** Friday, June 30, 2023 at 11:35:04 AM Eastern Daylight Time

**From:** jnytko@govsol.org

**To:** jnytko@govsol.org

|  |
|--|
| <b>General Information</b>   |
| <b>Date of application</b>   |
| 06/30/2023   |
| <b>Entity name</b>   |
| CEK RN Consulting, Inc.  |
| <b>Entity TIN, EIN or Social Security Number</b>   |
| 82-1265913   |
| <b>Entity physical address</b>   |
| The Blake Annex<br>1 Steuben Place<br>Albany, NY 12207<br>United States<br><a href="#">Map It</a>      |
| <b>Is the entity's mailing address different from the physical address?</b>                            |
| No   |
| <b>Contact Information</b>   |
| <b>Primary contact name</b>  |
| Coretta Killikelly   |
| <b>Primary contact title</b>   |
| Executive Director   |
| <b>Primary contact phone</b>   |
| (518) 334-2254   |
| <b>Primary contact email</b>   |
| <a href="mailto:corettakillikelly@cekrnconsultinginc.org">corettakillikelly@cekrnconsultinginc.org</a> |
| <b>What is the preferred method of contact?</b>  |
| Either   |
| <b>Website (if available)</b>  |
| <a href="https://cekrnconsultinginc.org/">https://cekrnconsultinginc.org/</a>                          |
| <b>Entity Info and Structure</b>   |
| <b>Which legal structure best describes the entity?</b>  |
| Nonprofit  |
| <b>What was the date of the entity's establishment?</b>  |
| 04/23/2019   |

**If a business, what is the primary function (select best option)**

Other (Please Specify Below)

**If "Other" above, please specify below**

Health Advocates

**If applicable, is the business a M/WBE (Minority or Women-Owned Business Enterprise)?**

No

**Have you or the entity ever received any form of COVID-19 relief funds?**

No

**Project Information**

**Please provide a short summary of your proposed project including a project name, general description, total cost, reason(s) why you are pursuing the project and anticipated impact:**

The proposed project, called CEK RN Consulting Community Health Worker Training Program- Albany County, is a collaboration between CEK RN Consulting, Inc. and St. Catherine's Center for Children (SCCC) that focuses on training SCCC's existing and potential new program staff to become Community Health Workers (CHW). Community Health Workers play crucial roles in promoting and supporting the health of individuals, families, and communities. They are frontline public health workers who are trusted members of and/or have a close understanding of the communities they serve. This relationship allows them to be a link between health/social services and the community, facilitate access to services, and improve the quality and cultural competence of service delivery. CHWs build trusting relationships with their clients and help to conduct assessments, make referrals, offer health education, navigate complicated systems, and advocate for clients' needs.

We anticipate the total cost to be \$303,425, this includes both ARPA funding and other revenue sources. Together we are pursuing this opportunity to expand access to workforce development opportunities in Albany County that will train individuals to become Community Health Workers through two paths. In the first path, this project will offer under-employed and unemployed community members of Albany County to participate in the CHW training program offered through CEK RN Consulting. During the training program, individuals would be offered internship and career opportunities and an introduction to a local agency doing community-based work in the community where they also live. In the second path of this project, CEK RN Consulting will mentor St. Catherine's staff and expand and enhance their skills. For staff, this will both provide an increase in job advancement as well as an increase in earning potential. It will also give them the opportunity for career longevity, career choice, and career growth. This will impact a minimum of 20 under-employed and unemployed community members and 30 staff/ and our consumers annually (50+ total/annually). We expect this project to be over the course of three years. However, our project is sustainable well beyond the life of the grant. This will allow for internship opportunities, employment referrals, opportunities to train new and existing staff of St. Catherine's on CHW competencies that will impact an unlimited number of community members.

By offering a CHW training program to staff and consumers together, we are confident that we can continue to build trusting relationships. St. Catherine's, employs case managers, clinicians, social workers, health care professionals, and teachers who work with clients in various settings to help them address life stressors and develop healthy coping skills to overcome obstacles. The CHW training program will add another layer of support and convey St. Catherine's mission.

**What amount of funding is being requested?**

250000

**Does the project budget have any additional sources of funds?**

Yes

**If "Yes" above, please specify the additional sources below.**

The funding sources for this project with our collaborating partner, St. Catherine's Center for Children, include funds from Federal, State, and Local governmental agencies as well as support from private companies and foundations.

**I certify that if awarded, ARPA funding will not displace any other project funding**

Yes, I certify

## Project Description

Identify and describe whether funds will be used in any of the following areas. Check all that apply.

- 2. Expanding an existing program – investment in outreach/ community engagement
- 3. Expanding an existing program – providing tuition or stipends for County residents or /expanding program seats the number of individuals a program can serve
- 4. Expanding an existing program – investment in wraparound services connected to a workforce development program (i.e. childcare, transportation, etc.)

**If "2. Expanding an existing program – investment in outreach/ community engagement" above, describe in detail how funds will be used to support.**

CEK RN Consulting, Inc. is a 501(c)(3) organization with a mission to provide clients with a better understanding of their healthcare treatment(s) through advocacy and health literacy, resulting in a better quality of life. CEK RN Consulting, Inc. also provides a Community Health Worker Training Program. This training course/program provides students with the knowledge and skills they need to work closely with health and human services organizations.

CEK and St. Catherine's will partner to create a pathway for individuals that complete the CHW Training Program to enter the workforce by creating a referral system from CEK for open comparable positions at St. Catherine's. Additionally, St. Catherine's will work with CEK RN Consulting to create an in-house CHW Training Program that will play a crucial role in promoting and supporting the health of individuals, families, and communities served by their organization. St. Catherine staff are frontline public health workers who are trusted members of and/or have a close understanding of the communities they serve. This relationship is an essential link between health/social services and the community, facilitates access to services, and improves the quality and cultural competence of service delivery.

In this category, specifically, funds will be used for the personnel, fringe benefits, travel, program supplies, wrap-around support, and consultant fees to deliver the community health worker program/training.

**If "3. Expanding an existing program – providing tuition or stipends for County residents/expand program seats" above, describe in detail how funds will be used to support.**

The funding will be used to serve the under-employed or unemployed individuals who are participating in the Community Health Worker Training Program. Funding will also be used to offset any barriers that would prevent individuals from completing the program. For example, this will support emergency food, transportation, childcare, etc. We anticipate 80-90 % of the total participants attending the CHW Training Program will be from Albany County. Recruitment efforts will be incorporated into the program, and successful candidates will be invited to interview for comparable positions at St. Catherine's Center for Children.

**If "4. Expanding an existing program – investment in wraparound services connected to a workforce development program (i.e. childcare, transportation, etc.)" above, describe in detail how funds will be used to support.**

For all students residing in Albany County, wraparound services will be offered. A Success Coach works with each student, and together, they identify any barriers that can be removed to support the student in participating in the CHW Training Program.

A focus will be to reach out to those individuals who have been negatively impacted by the pandemic and/ or classified as %350 of the Federal Poverty Level. ARPA funds will serve individuals and families whose income is under 350 percent of the Federal Poverty Level (FPL). Our partner, St. Catherine's Center for Children, provides assistance to help identify and recruit staff and consumers residing and or working in Albany County and support historically underserved communities that were disproportionately impacted by COVID-19.

**Describe your organizations experience as a provider of workforce development/ training opportunities, including any experience in Albany County.**

CEK RN Consulting, Inc. was established in 2019. We are currently staffed with three Community Health Workers who live in Albany County. Since then, we have served 1,500 members of our community.

In 2020 we were identified by the Department of Labor (DOL) to be a sponsor organization to provide a CHW Apprenticeship Program. In 2021, our curriculum was submitted and approved by DOL & New York State Department of Education (NYSED) to provide training to current and future CHW apprentices.

In 2022, we launched the CHW Training Program at our new physical location in Albany County. We are located at the Blake Annex, 1 Steuben Place, in downtown Albany. This co-work space is the headquarters for United Way of

the Greater Capital Region, where multiple non-profits are housed. We are fortunate to be in a place where nonprofit leaders, employees, and service providers together share ideas and referrals by simply working together.

We are in our second year of our Community Health Worker Training Program and getting ready for our Fall Semester. So far, we have four individuals that have been accepted into the program from Albany County.

We recently received a Workforce Development grant from the DOL to provide Community Health Worker Training to members of our community. This funding is used to target the unemployed and underemployed in Albany County and other underserved communities, including those that were disproportionately impacted by COVID-19.

We are a member of Healthy Alliance, where we are an Independent Partner Associate (IPA) within the network, and we utilize their closed-loop referral system called Unite-Us. On that platform, we are able to promote the Community Health Worker Training Program to other organizations in the network. As part of this collaboration, we are also able to receive and send referrals with other Community Based Organizations that serve Albany County and our target population.

**List any project partners, their role, and any funding they will receive (please note project partners may also be subject to compliance and reporting requirements).**

St. Catherine's Center for Children will be the project partner of CEK RN Consulting, Inc. St. Catherine's role will be to register staff for the Community Health Worker Training Program. St. Catherine's will also coordinate with staff, supervisors, and stakeholders. Together we will assist students in being ready to learn and preparing the training site. St. Catherine's will be a site for internships. We have attached our MOU.

**If an award is made, describe how Albany County residents will benefit. Use specific metrics where possible (e.g. number of individuals sectoral job training programs).**

Albany County residents will be job ready, and they will have a potential for employment shortly thereafter. St. Catherine's has locations in Albany County that will provide an internship site as well as services to our consumers in Albany County. Examples of these programs include the following:

Marrillac Family Shelter- Marrillac offers a safe and secure shelter for families and individuals experiencing homelessness.

Michael's House- Michael's House is a supportive housing complex providing specialized care to families and individuals in need of transitional housing.

Pathways to Health- Pathways to Health connects people who are experiencing poverty, homelessness, or who are in transition to vital health services.

Project HOST- Project HOST assists families and individuals needing affordable housing with tenancy support through case management and advocacy services.

Family Opportunity Center (FOC)- Connections to Care- Located in Albany County, this program is a community-based or school-based program that provides services that strengthen families and improve the safety and well-being of children and families.

The above and many other programs are examples of both places that will offer employment as well as services to our most vulnerable populations in Albany County.

Based on data from St. Catherine's 2021-2022 Annual Report, they estimate that the Community Health Worker Training Program will impact 250-500 individuals and families annually in Albany County. Those being served are both individuals and are unemployed or underemployed, as well as consumers receiving services in Albany County.

**In order to be eligible for ARPA funding, programs must serve low-to-moderate income households/communities (classified as 350% of the Federal Poverty Level) or households that experienced unemployment during the COVID-19 pandemic. Please describe specifically how your proposal will benefit unemployed or underemployed individuals meet this requirement and how you will verify this to the County.**

For students being trained, based on historical data, 90-100% of those households registering directly to take the training will be low-to-moderate income households/communities or households that experienced unemployment during the COVID-19 pandemic. Data will be collected at the time of registration and tracked on an Excel spreadsheet. We will ask for their demographic information and any impact related to unemployment during the COVID-19 pandemic.

Based on data from our partner St. Catherine's 2021-2022 Annual Report, over 80% of the consumers that St. Catherine's served were low to moderate-income. This equates to around 200-400 consumers will be served with

ARPA funding that meets this criterion. St. Catherine’s tracks participant information using an electronic medical record called Health Information Management System (HMIS). The system is designed to extract data on the number of households served by the County.

**How Will You Track Performance Goals And Define Success? Include at least two Key Performance Indicators and expected annual outcomes/impact during the reporting period (September 2023 - December 2026).**

We will track performance goals by monitoring the attendance of students in the training program.

The first performance indicator will be the completion of classroom hours and internship. Of the total enrolled students, we estimate that 75% of the students will complete the program.

The second indicator will be that students who complete the program and are already employed with St. Catherine’s will share the new information with their colleagues. This will eventually change their practice.

The third indicator will be that the students' self-efficacy will increase. This will be measured using a pre & post Likert scale.

**What is the proposed project start date?**

September 2023

**What is the anticipated date of completion?**

December 2026

**Please provide key project milestones inclusive of the anticipated timelines and descriptions**

| Milestone   | Anticipated Date  | Task Description  |
|---|---|---|
| Meet with St. Catherines  | July 2023- August 2023  | Meet with partner to discuss logistics.   |
| Secure Subject Matter Consultants   | July 2023- August 2023  | Success Coache, OSHA, ACES etc.   |
| Class Registration  | August 2023   | St. Catherine's will register their employees.  |
| Class Administration  | August 2023   | Program Director responds to questions.   |
| Fall Semester   | September 2023 - December 2023  | Class begins & ends   |
| Spring Semester   | January 2024- May 2024  | Class begins & ends   |
| Fall Semester   | September 2024- December 2024   | Class begins & ends   |
| Spring Semester   | January 2025- May 2025  | Class begins & ends   |
| Fall Semester   | September 2025- December 2025   | Class begins & ends   |
| Spring Semester   | January 2026- May 2026  | Final Classes   |
| Wrap up with St. Catherine's  | June 2026   | Evaluate data, sustainability and next steps  |
| *( Below is our estimated timeline for our project as of now, it is subject to change due to partner and staff availability.) | *( Below is our estimated timeline for our project as of now, it is subject to change due to partner and staff availability.) | *( Below is our estimated timeline for our project as of now, it is subject to change due to partner and staff availability.) |

**Describe how the funding will support a sustainable workforce development initiative that will continue to serve Albany County residents after ARPA funds have been exhausted.**

After three years, the plan for the program’s sustainability will be to transfer from in-person instruction to an

electronic version that will be accessible to St. Catherine's employees. We will develop the electronic version during our in-person classroom instruction. The electronic version of the course will provide accessibility to St. Catherine's staff who care for consumers in Albany County. Staff will be able to use this new information to increase the quality of care they deliver care to their clients. The Program Director will continue to provide consultation on content appropriateness.

**Explain why arpa funds are needed to complete the project. Would the project be possible either without arpa assistance or assistance to a lesser degree?**

The American Rescue Plan Act (ARPA) funds are needed to complete the Community Health Worker Training Program project for several reasons. Firstly, ARPA provides critical financial resources that can support the development and implementation of comprehensive training programs for Community Health Workers. These programs often require significant investments in curriculum development, training materials, instructor resources, and technological infrastructure.

Secondly, ARPA funds can help expand the reach and impact of the program. By providing financial assistance, the project can accommodate a larger number of participants and ensure access for individuals from underserved communities. This is important as Community Health Workers play a vital role in addressing health disparities and improving health outcomes in marginalized populations.

Lastly, the ARPA assistance is crucial to sustain the project's long-term viability. Community Health Worker programs require ongoing funding to maintain quality training, provide continuing education, and support workforce development initiatives. Without ARPA assistance or with lesser assistance, the project may face challenges in meeting its objectives, sustaining operations, and adequately preparing Community Health Workers to serve their communities effectively.

**Are you a Workforce Development/Training Provider?**

Yes

**If "Yes" above, describe the industry or industries served by this program. List any specific companies who you will be partnering with.**

Community Health Worker Training programs serve a diverse range of industries, including healthcare, public health, social services, and community development. This program focuses on promoting health and wellbeing, providing education, outreach, assessing for Social Determinants of Health (SDoH) and connecting individuals to resources within underserved communities in Albany County. CHWs play a crucial role in improving access to healthcare, reducing healthcare cost, and empowering individuals to make informed decisions about their health.

CEK RN Consulting, Inc will be partnering with St. Catherine's Center for Children for this project.

**Are you a company?**

Yes

**If "Yes" above, describe the specific training you will be providing to employees and how the skills are transferrable to the broader industry sector.**

The Community Health Worker Training Program includes 144 hours of classroom training that addresses the core competencies in health, knowledge of social service resources, communication skills, advocacy, CPR certification, lifespan development, and basic community health worker skills. The in-class portion of the program will be held on consecutive Tuesdays and Thursdays, 8:30 a.m. – 12:30 p.m., at St. Catherine's Center for Children. Students must also complete 100 hours of a community-based practicum. The practicum is an opportunity for students to apply their classroom information in areas such as community outreach, intake process, care coordination, and documentation. Upon completion of the classroom training and community-based practicum, the student will be a trained Community Health Worker. This training course will also provide students with the knowledge and skills to work closely with health and human services organizations to promote and create positive social change through the role of a Community Health Worker (CHW).

Community Health Worker (CHW) skills are highly transferrable to the broader industry sector due to their versatile skill set and unique experiences. Here are some ways CHW skills can be applied:

1. Communication and Interpersonal Skills: CHWs excel in building rapport, empathetic listening, and effective communication with diverse populations. These skills are valuable in customer service, sales, counseling, and any role that requires strong interpersonal interactions.

2. Health Education and Outreach: CHWs are adept at delivering health education and outreach programs to individuals and communities. This expertise can be applied to various industries, such as corporate wellness programs, insurance companies, pharmaceuticals, and public health organizations.

3. Advocacy and Empowerment: CHWs advocate for individuals and communities to access healthcare services and resources. Their advocacy skills can be applied to social services, nonprofit organizations, and policy development roles.

4. Cultural Competence: CHWs have a deep understanding of cultural diversity and the ability to work effectively with different communities. This skill is invaluable in industries with diverse customer bases, such as hospitality, tourism, marketing, and international relations.

5. Case Management and Coordination: CHWs often coordinate care, facilitate referrals, and navigate complex systems. These skills are transferable to roles in healthcare administration, care coordination, and social work.

6. Data Collection and Analysis: CHWs collect and analyze data to identify community health needs and evaluate

**At the top of this page is a downloadable project budget. Please download the budget form and upload it here.**

- [ARPA-Budget-Albany-County-CEK-RN-Consulting-Inc.pdf](#)

**If you are funding a multi-year initiative, please provide a breakdown of funding level per year below:**

| 2023  | 2024  | 2025  | 2026  |
|-------|-------|-------|-------|
| 41650 | 83300 | 83300 | 41650 |

**Is any upfront funding needed to successfully implement your proposed project?**

Yes

**If "Yes" above, please explain how much and why**

Upfront funding is necessary for various reasons. Firstly, it provides the necessary capital to initiate the project. It allows for the acquisition of resources such as supplies and covers initial operational costs. Secondly, upfront funding helps establish credibility with our partner. It demonstrates a commitment to the project and shows that it has the necessary financial support forward. It also enables planning and execution by providing stability and security during the initial stages, such as hiring key personnel, subcontractors and obtaining resources for students.

**Explain why ARPA Funds Are Needed to Complete the proposed program/project. Would the proposal be Possible Without ARPA Assistance? Describe how your proposal would be impacted if you are awarded a smaller grant than requested?**

The American Rescue Plan Act (ARPA) funds are needed to complete the Community Health Worker Training Program project for several reasons. Firstly, ARPA provides critical financial resources that can support the development and implementation of comprehensive training programs for Community Health Workers. These programs often require significant investments in curriculum development, training materials, instructor resources, and technological infrastructure.

Secondly, ARPA funds can help expand the reach and impact of the program. By providing financial assistance, the project can accommodate a larger number of participants and ensure access for individuals from underserved communities. This is important as Community Health Workers play a vital role in addressing health disparities and improving health outcomes in marginalized populations.

Lastly, the ARPA assistance is crucial to sustain the project's long-term viability. Community Health Worker programs require ongoing funding to maintain quality training, provide continuing education, and support workforce development initiatives. Without ARPA assistance or with lesser assistance, the project may face challenges in meeting its objectives, sustaining operations, and adequately preparing Community Health Workers to serve their communities effectively.

**Tax Information**

**Please upload Federal tax returns for 2020**

- [2020-990N.pdf](#)

**Please upload Federal tax returns for 2021**

- [CEK-RN-CONSULTING-INC\\_Form990-1.pdf](#)

**If available, please provide your Unique Entity Identifier (UEI) from SAM.gov**

L1S4W34ZJGQ3

**Risk Assessment**

**Has the entity adopted and/or implemented policies relating to: records retention, conflict of interest, code of ethics, and/or nondiscrimination policies?**

Yes

**If "Yes" above, what policies have been adopted?**

We have implemented all of the above policies.

**Is the entity properly licensed or certified by a recognized source ?**

Not applicable

**If "Yes" above, please provide additional information.**

n/a

**Does the entity have a financial management system?**

Yes

**If "Yes" above, please describe the financial system, its capabilities and how it will help to track the proposed project.**

We use QuickBooks online, and we have a CFO that monitors our fiscal operations and assists with budget inquiries and financial consulting.

**Has there been any change in the entity's key staffing positions in the last 2 years?**

No

**Has the entity previously done work for or received funds from the Federal government (i.e. Is the entity experienced in managing Federal funds)?**

No

**The County is careful about identifying and avoiding conflicts of interest, especially with grants awarded through the County. A conflict of interest arises when a person's self-interest and professional interest or public interest intersect. In this situation, there is the potential for biased professional judgment and lack of objectivity which creates a serious conflict when one of the interests can benefit financially or personally from actions or decisions made in the official capacity. A conflict of interest exists whether or not decisions are affected by a personal interest; there only needs to be the possibility of bias for a conflict. If your organization knows of a possible conflict of interest with your application for funds please disclose that information here. Otherwise write "None."**

None

**Certifications**

**US Treasury Reporting & Compliance Acknowledgment 1**

- I Have Been Provided a Copy and Understand the U.S. Treasury's Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds (see link or PDF included at the top of page)



**US Treasury Reporting & Compliance Acknowledgment 2**

- Should the County Allocate ARPA Funds, I am Able to and Pledge to Adhere to ALL Compliance and Reporting Requirements of the U.S. Treasury as it relates to any State and Local Fiscal Recovery Funds

**US Treasury Reporting & Compliance Acknowledgment 3**

- I Understand the County Will Contact me if/when Additional Information is Needed and that Information will be Promptly Provided to the County to Support Reporting Requirements

**US Treasury Reporting & Compliance Acknowledgment 4**

- If for Any Reason I am Unable to Comply with the U.S. Treasury's Compliance and Reporting Requirements I will Immediately Notify the County in writing by email or letter

**US Treasury Reporting & Compliance Acknowledgment 5**

- All Information Submitted in this Application is True & Accurate

**Electronic Signature Agreement**

I agree

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

**Type Name Below**

Coretta Killikelly