

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

**Date:** Thursday, June 22, 2023 at 3:00:15 PM Eastern Daylight Time

**From:** jnytko@govsol.org

**To:** jnytko@govsol.org

<b>General Information</b>
<b>Date of application</b>
06/15/2023
<b>Entity name</b>
Healthy Capital District
<b>Entity TIN, EIN or Social Security Number</b>
100000023
<b>Entity physical address</b>
175 Central Ave 5th Floor Albany, New York 12206-2937 United States <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>
Amanda Duff
<b>Primary contact title</b>
Strategic Planning Director
<b>Primary contact phone</b>
(518) 486-8407
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<a href="mailto:aduff@healthycapitaldistrict.org">aduff@healthycapitaldistrict.org</a>
<b>What is the preferred method of contact?</b>
Email
<b>Website (if available)</b>
<a href="https://www.healthycapitaldistrict.org/">https://www.healthycapitaldistrict.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>
02/14/2001

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

Health, Medical Services

**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?**

Yes

**If "Yes" above, please specify type and amount.**

Healthy Capital District has received the following COVID-related relief funds:

- Payroll Protection Program (PPP): \$277,054 for 5/1/2020-10/18/2020; funds were received 5/1/2020
- Employee Retention Credit (ERC): \$454,975 for 10/1/2020-9/30/2021; received funds January and June 2023

\*\*Healthy Capital District has not received ARPA funding in the past.

**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:**

Recovery to Prosperity (RtP): Peer Workforce Development in Albany County

The Recovery to Prosperity (RtP) Project will provide new opportunities for marginalized residents of Albany County, enhancing employability, creating pipelines to employers, and supporting a representative regional healthcare workforce. Over the course of two years, Healthy Capital District (HCD) is requesting a \$250,000 investment in sustainable change. The RtP Project will host engagement events to share information on upcoming training, job openings from local healthcare and social service partners, and the opportunity to participate in RtP to become a Certified Peer Recovery Advocate (CRPA) or Certified Peer Specialist (CPS). Participating residents will be guided as they complete certification and enter or reenter the workforce. Upon certification, participating residents will receive a stipend to help address financial barriers to employment. For 3 months following certification, all RtP participants will receive ongoing coaching and professional development opportunities to ensure success within their career path. Through RtP, local employers can have confidence in a well-trained Certified Peer Workforce that can simultaneously address workforce shortages as well as the need for mental health and addiction support, which was exacerbated by the COVID-19 pandemic.

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

\$250,000

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

Yes

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

SUNY Schenectady will contribute funding for cohorts that meet requirements for their CRPA Apprenticeship Program. Their support does not conflict with ARPA funds and does not apply to CPS certification. SUNY Schenectady only reimburses currently employed individuals completing training, requiring a minimum cohort of 7 employed participants from at least 2 employers. Eligible cohorts may take place throughout the 2-year period that ARPA funds; Healthy Capital District (HCD) has assumed reimbursement in the budget listed as 'other funds', applying their potential contributions to offset the cost of the Training and Education Coordinator and RtP Director.

HCD will donate in-kind support of administrative time in support of the RtP Project. HCD will also accept the risk associated with the assumption of funding for salary contributions associated with eligible SUNY Schenectady cohorts.

**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.**

- 1. Establishment of a new training program

**If "1. Establishment of a new training program" above, describe the purpose of the program in detail including approach, industry focus proposed use of funds, program need, target population**

Recovery to Prosperity (RtP): Peer Workforce Development in Albany County

In Albany County residents experience higher heroin overdose death rate, opioid death rates, suicide rates, and poor mental health rates when compared to the rest of NYS. COVID-19 exacerbated not only the extent and severity of behavioral health conditions, but also the workforce needed to address this. Certified peer professionals have the ability to both improve client outcomes and offer valuable services in understaffed areas within healthcare and social care. Individuals that have experienced mental health and substance use disorders often feel stigmatized, creating barriers to employment and missing opportunities to utilize the strength of their experience. Unemployment rates are higher among adults with mental illness and substance use disorders. Peer services, per OMH and OASAS, are Medicaid-reimbursable and have been proven to support client engagement; however, employers struggle to source certified peers. Residents in general, voice frustration over a workforce that isn't representative, discouraging rapport needed for service providers to maximize their impact. Healthy Capital District's RtP Project will expand opportunities for marginalized residents of Albany County, enhancing employability, creating pipelines to employers, and supporting a representative regional healthcare workforce.

Healthy Capital District (HCD) is seeking \$250,000 over a 2-year period to engage community members in workforce and training opportunities that value experience, transforming recovery to prosperity. The Recovery to Prosperity (RtP) Project takes a comprehensive approach in contributing a financially sustainable, underutilized resource to the Albany County workforce. During the project, marketing campaigns and engagement events will be used to introduce career development opportunities in accessible locations such as public housing, places of worship, and community centers. Information provided at these events will include ways to engage with the RtP Project, navigate applicable healthcare employment opportunities with local partners, and pursue additional training with educational organizations. Albany County residents interested in pursuing peer certification through the RtP Project will become either Certified Peer Recovery Advocates (CRPAs) or Certified Peer Specialists (CPSs). RtP ultimately will lead to the certification of 50 Albany County residents as Medicaid-reimbursable peers.

Albany County residents will receive training and support as they participate in small cohorts to achieve certification. Each module required for the CRPA or CPS will be reinforced with activities and discussion facilitated by the Training and Education Coordinator. RtP participants will receive direction on how to prepare for the exam and meet needed requirements for certification. Following initial certification, each participating resident will receive ongoing coaching, resources, and professional development for a 3-month period. Individuals will be linked to employment opportunities across the region, creating a pipeline of well-trained peers. RtP will support new employers and newly certified peers in onboarding by providing ongoing training resources and routine coaching sessions.

To engage and retain investment in the RtP Project, participating Albany County residents will receive stipends upon certification. Incentives provided can help to address a variety of financial barriers that may inhibit success. The RtP Project provides accelerated entry into the workforce for Albany County residents that currently feel disconnected, underutilized, or undervalued. Through the support provided by RtP, Albany County residents have an efficient way to transform their lived experience into a living wage, while help others through mental health and addiction challenges that stand in the way of their employment.

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

Healthy Capital District (HCD) is a non-profit organization founded in 1998 to improve healthcare access to underserved children and adults in New York's Capital Region. HCD has significant reach into the community, serving over 15,000 individuals annually. Through its services, events and website, HCD supports Community Health Worker and peer roles with training and skill-specific resources. Over 600 people have attended HCD training events over the past year for Peers and Community Health Professionals. For the past 8 years HCD has partnered with regional and national experts to offer online professional development series and in-person events. In November 2022, in recognition of its training opportunities and provision of online tools and resources, HCD was named the Peer Recovery CoE Organizational Stakeholder of the Month. This was awarded by the Peer Recovery Center of Excellence, the sole substance use disorder training and technical assistance agency funded by the U.S. Department of Health and Human Services/SAMHSA. HCD remains dedicated to supporting the comprehensive wellness of all Capital Region residents, including vocational health and opportunities for financial stability.

**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).**

Hudson Mohawk Area Health Education Center (AHEC) is a strong RtP partner and will continue to collaborate with

HCD to mutually share training events and continuing education opportunities. Their partnership is an asset in raising awareness about other healthcare professions in the region that can be accessed without a prolonged education. Hudson Mohawk AHEC will not receive any funding from participating in the RtP Project.

SUNY Schenectady is an additional project partner that will contribute financially when CRPA cohorts meet their requirements for number of participants and employers. Unemployed Albany County residents or residents pursuing CPS certification who participate in RtP will not be eligible for SUNY Schenectady's Apprenticeship Program as it only applies to currently employed individuals pursuing CRPA certification. SUNY Schenectady's assumed contribution throughout the two-year period is indicated on the budget to offset the full cost of the Training and Education Coordinator and RtP Director. SUNY Schenectady will not receive any funding for participating in the RtP Project.

Healthy Capital District will work with numerous healthcare partners, such as St. Peter's Health Partners, to promote employment opportunities at engagement events. Healthy Capital District will share various training opportunities from partners like the Wellness Collaborative of NY to provide additional options for Albany County residents to pursue career interests. The organizations that HCD collaborates with to provide employment and training opportunities will not receive funding from the RtP Project.

**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).**

Through strategic engagement efforts, Albany County residents will discover value in transforming their experiences with mental health or substance use disorders to an employable skill. Outreach events in accessible, particularly lower income, locations will engage at least 200 Albany County residents, sharing opportunities to enter or reenter the workforce on a meaningful, supported path. Local training programs and skill development resources will offer accessible pathways to continued education and meeting the workforce needs of Albany County employers. Each of the 50 Albany County residents that become CRPAs or CPSs through the RtP Project will obtain a Medicaid-reimbursable credential that offers career mobility and economic growth. Multiple employers across sectors have expressed an interest in hiring or growing their peer workforce, from mental health service providers and educational institutions to Emergency Medical Services and health homes. If the 50 newly certified peers impacted 20 lives in any of the aforementioned roles, then 1,000 Albany County residents will receive support as they navigate their mental health or substance use disorder.

Through the RtP Project, Albany County organizations will gain familiarity with the capabilities of well-trained peer roles, increasing utilization of a previously-marginalized population to serve a high-demand, understaffed sector. Certified peers can be utilized to bridge time and need as a result of current workforce shortages and delays in access to care. Some Albany County employers are already familiar with the use of peers, such as Albany County MOTOR Program who uses peers to support the Department of Mental Health. According to the Office of Alcoholism and Substance Abuse Services of NYS (OASAS), peer services are cost-effective strategy to provide care, reducing costs of addressing crises and preventing high-cost service utilization. Albany County residents will benefit not only from the social support of certified peers, but the financial impact of the services they provide.

**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.**

The RtP Project is specifically designed to prioritize Albany County residents that live in low-income communities and have experienced a mental health or substance use disorder. Throughout the pandemic, fear and isolation left many residents unemployed. RtP Project outreach strategies are designed to target specific areas and organizations that serve the underserved, meeting people where they are at locations like housing developments, faith-based organizations, and recovery community centers. During RtP engagement events, residents will receive information on training available from local partners, job openings within the county, and opportunities to participate in RtP for peer certification. Engagement event attendance and training materials provided will be tracked by the Training and Education Coordinator to provide verification to the County.

Albany County residents that choose to participate in RtP will receive a certification to provide services that are Medicaid-reimbursable, increasing their employment prospects. Residents who may be unemployed or underemployed will be receive coaching from the Training and Education Coordinator, tailored to their needs. Ongoing support will be provided to Albany County residents throughout the certification process to meet all necessary requirements of becoming a CRPA or CPS. Following certification, all participants will be offered assistance in finding employment opportunities to utilize their skills. HCD will utilize its relationships with organizations across the region to engage employers in hiring newly certified peers, tracking progress as participants are certified and hired. Throughout a 3-month period following certification, Albany County residents that participate in RtP will support securing employment and succeeding in the early stage of that employment. They will receive tools, resources, and ongoing training to address the challenges participants experience during the onboarding process of employers.

**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).**

Goal: Expand opportunities for low-income and marginalized residents of Albany County, offering training and certification opportunities, enhancing employability, and supporting the regional healthcare workforce

KPI #1: The RtP Project will host 15 engagement events across Albany County, targeting convenient locations in low-income areas.

- By August 31, 2024, RtP will host 10 community engagement events, targeting the following venues: low-income housing, recovery community centers, and places of worship.
- By August 31, 2025, RtP will host 15 community engagement events with at least two being at each of the following venues: low-income housing, recovery community centers, and places of worship.
- Progress toward this KPI will be tracked by the Training and Education Coordinator by attendance to community engagement events and provider presentations.

KPI #2: Through RtP, 200 Albany County residents will be provided with resources on local training programs, job openings, and tools to enhance their skills, employability, and earning potential.

- By August 31, 2024, 150 Albany County residents will be provided resources on local training programs through partners such as Hudson Mohawk AHEC, current regional job openings (e.g., St. Peter’s Health Partners), skill development resources located on HCD’s website, and the opportunity to engage in the RtP Project.
- By August 31, 2025, 200 Albany County residents will be provided resources on local training programs through partners such as Hudson Mohawk AHEC, current regional job openings (e.g., St. Peter’s Health Partners), skill development resources located on HCD’s website, and the opportunity to engage in the RtP Project.
- Progress toward this KPI will be tracked by the Training and Education Coordinator by the number of resources provided during community engagement events

KPI #3: The RtP Project will support 50 Albany County residents as they enter/reenter the workforce with a credentialed Medicaid-reimbursable skill as a Certified Recovery Peer Advocate (CRPA) and/or a Certified Peer Specialist (CPS); this will offer opportunity for a career ladder as well as contributions to Albany County’s health and social care systems.

- By August 31, 2024, at least 25 Albany County residents will achieve CRPA or CPS certification.
- By August 31, 2025, at least 50 Albany County residents will achieve CRPA or CPS certification.
- Progress toward this KPI will be tracked by the RtP Project Director as Albany County residents successfully complete certification.

\*Please note:

Healthy Capital District is prepared to expeditiously initiate use of funding once award notification has been received. A well-qualified candidate for the Training and Education Coordinator role has been identified as well as the RtP Project Director. Based on the experience of potential staff, the connections prepared, and the reach of current programs, HCD has a high state of readiness to implement the RtP Project and meet key project milestones as described.

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

9/1/2023

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

8/31/2025

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

Milestone	Anticipated Date	Task Description
Onboard all RtP Project staff	10/15/2023	Hire and onboard Training and Education Coordinator; Designate role of RtP Director
Implement RtP targeted marketing strategy	11/1/2023	Finalize outreach plan and begin to host engagement events at targeted areas in Albany County, including low-income housing, faith-based organizations, and community recovery centers
Host 10 RtP engagement events, reaching 150	8/31/2024	Host at least 10 engagement events to introduce residents to the RtP Project, as well as other local training and employment opportunities

residents		
Certify 25 Albany County residents as peers	8/31/2024	A minimum of 25 Albany County residents will have completed their CRPA or CPS certification to receive their stipend
Host 15 RtP engagement events, reaching 200 residents	8/31/2025	Host at least 15 engagement events to introduce residents to the RtP Project, as well as other local training and employment opportunities
Certify 50 Albany County residents as peers	8/31/2025	A minimum of 50 Albany County residents will have completed their CRPA or CPS certification to receive their stipend

**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.**

APRA funds provided through the RtP Project will have a transformative impact on Albany County residents and employers, strengthening a diversified workforce while creating career pathways and meeting workforce current needs. Following the completion of the RtP Project supported by ARPA funds, Albany County residents will have a better understanding of how they can turn their lived experience into employable skills with some additional training. Most residents are not aware that these employment opportunities as certified peers exist. Becoming a Certified Peer enables low-income populations and individuals with mental health and/or substance use disorders an opportunity to reengage in workforce that understands their strengths and is willing to invest in them. Albany County residents that engage with newly certified peers will be offered hope and opportunity to move forward, develop career goals, and achieve economic stability as they maintain their recovery.

Employers are reluctant to pay for the cost of education and certification. ARPA funds are needed to jumpstart a financially viable and sustainable peer employment model. Engaged employers can bill for peer services when utilizing a certified peer, leading to sustainable wages and ways to support continued employment and career ladders. To sustain the RtP Project following the conclusion of the grant period, Healthy Capital District will offer training programs for a fee, which employers will be more likely to support with peer billing revenue. SUNY Schenectady's contribution can be amplified following RtP success, adding to sustainability. ARPA support will build a pipeline for residents, increasing the supply of certified peers, helping employers build out the workforce and increasing future demand. By the conclusion of the grant period, employers will have had the time to experience the impact of a well-prepared peer workforce and continue growing it, utilizing community members to provide relevant and meaningful care.

**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?**

Without the requested ARPA funds, this opportunity for employment to improve mental health and addiction services with certified peers with lived experience will remain largely untapped. Funding for training and onboarding support will increase the supply of certified peers and reduce employer barriers for hiring. The RtP Project would best be supported over 2 years, providing HCD time to integrate and acclimate to the individual needs of participants. This would also provide ample time for marketing, outreach, and employer adoption of the project. If necessary, HCD would strive to achieve certification for 25 peers in a one-year period with less outreach events if a reduction in funding was required. Given that people interested in becoming certified peers are supported over a period of 4-5 months as they complete their education and engage with a new job, HCD requests consideration the full request of \$250,000 over 2 years.

**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.**

Healthy Capital District (HCD) was recently added to the Capital Region Workforce Development Board's Eligible Training Provider list to provide Certified Peer Recovery Advocate (CRPA) and Certified Peer Specialist Training (CPS). Due to the infancy of this eligibility, HCD has not partnered with any other agencies yet specifically regarding this designation.

HCD will be partnering with the Schenectady HEARTS Program in July to offer CPS certification to their community health workers.

HCD continues to be invested in providing support to community health worker and peer industries, with ARPA funding being vital to expanding reach and hiring staff needed to offer ongoing training and comprehensive coaching.

### 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.

Through the RtP, participating Albany County residents will receive certification as Certified Peer Recovery Advocates (CRPAs) or Certified Peer Specialists (CPSs). CRPAs focus in providing to support for individuals struggling with substance use disorders; CPSs support individuals with mental health disorders. Both Certified Peer roles provide assistance with healthcare and social care system navigation and the personal connection often needed for achieving and maintaining recovery and wellness. Certified Peers can be employed directly into peer roles, or may be utilize their skills across professions. In both healthcare and social care settings, employers encounter individuals with mental health and substance use disorders, who may be some of the most vulnerable and challenging to work with. Having skilled workers that are trained in how to navigate complex systems and provide support to keep individuals engaged in care benefits not only individuals receiving services by a Certified Peer, but also their employers.

\*\*Please see below for specific training as well as a mock schedule.

Recovery to Prosperity (RtP) Project includes:

Training for the Certified Peer Specialist-Provisional Certification:

- o Partnering with peer to ensure that all 13 core courses are scheduled, completed, and that the application package is submitted in completion
- o On each training day, a discussion of the application of the lessons learned in the modules is provided

Toolkits and Academic Detailing:

- o Provided for hiring, onboarding, and implementation of peers

Post-Initial Training:

- o Peer services are Medicaid-reimbursable, where applicable, with provisional certification
- o Weekly check-ins and motivational interviewing to reinforce and discuss application of information learned in the courses, address challenges, and celebrate successes

Data Tracking Sheets:

- o Developed and reviewed monthly to highlight strengths, challenges, and resources utilized
- o Assist with tracking that supports both peer and employer outcomes

Resources:

- o Monthly sharing of applicable resources and information on workshop opportunities that focus on current trends and developments in the fields of mental health, substance use disorder (SUD), co-occurring disorders (CoD), and peer recovery services
- o Hard Copies and tutorials of: HCD Regional Mental Health Resource Guide, HCD Recovery Guide, HCD Social Determinants of Health Guide, HCD Capital Region Refugee Resource Guide, and HCD Self-Management Guides provided

Professional Development Opportunities:

- o Training on the utilization of the HCD online Community Health Professional webpage
- o New Mental Health and Co-occurring Disorder promising practices will be shared monthly
- o In-person and virtual role-specific professional development opportunities will be offered monthly

For Full Certification:

- o Work with peer to identify the 5 additional electives from the Academy of Peer Services, and select dates to enroll
- o Tracking form for the 2000 hours of peer specialist experience for full certification provided to help ensure requirement is met

Examples of Role-Specific Professional Development Opportunities:

- o Ethics and Boundaries
- o Health Equity
- o Trauma Informed Care
- o Recovery Planning

- o Working with LGBTQI+ clients
- o Supporting the Re-entry Population
- o Working with the Unhoused
- o Peer Role Virtual Support

Typical Certified Peer Specialist (CPS) Initial Training Schedule:

830-9: coffee, and a brief introduction of the modules for that day

9-Noon: Modules- Training and Education Coordinator will facilitate and answer questions. The modules range in predicted seat time from 1-4 hours. Participants can stop, and pick up where they left off each day. There is a quiz for each module that can be taken at any time during each course, a 75% is needed to pass and each quiz can be taken 2x.

12-1230: Participants will talk about the modules utilizing motivational interviewing skills. e.g., What about \_\_\_\_\_ surprised you? Where could you apply \_\_\_\_\_? What do you think might be different when supporting a client now that you've learned\_\_\_\_\_?

1230-1:00- Cohort enjoys remainder of lunch/downtime

Breakdown of Module/Course Schedule:

Modules can be completed either 15 work days in a row (finish in 3 weeks) or it can be completed on Mon, Wed, Fri, of each week, and finish in 5 weeks.

Day 1- Academy of Peer Services Policy (required prior to taking any course), Human and Patient Rights in NY, the Rehabilitation Act and American Disabilities Act

Day 2- Historical Roots of Peer Support

Day 3- Olmstead: The Continued Mandate of De-Institutionalization and The Importance of Advocacy

Day 4- Essential Communication Skills (Active Listening and Reflective Responding) Pt. 1/2

Day 5- Essential Communication Skills (Active Listening and Reflective Responding) Pt 2/2

Day 6- Historical Roots of Peer Support Services

Day 7- Peer Delivered Service Models

Day 8- The Goal is Recovery

Day 9- Introduction to Person Centered Principles

Day 10- Trauma Informed Peer Support Pt. 1/2

Day 11- Trauma Informed Peer Support Pt. 2/2

Day 12- Action Planning for Prevention and Recovery

Day 13- Creating Person-Centered Service Plans

Day 14- Documentation for Peer Support Services

Day 15- Allow time for any modules that still need completion, gathering of materials for submission, making a copy of application and materials, discuss data collection (for program and individual), and celebrating!!

Once training is completed, the weekly individual check-ins start and monthly professional development opportunity options are provided. The check-ins ideally should be scheduled for the start of any day of the week and are for 30 mins.

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

- [Workforce-Budget-AC-Workforce-ARPA-2-pages.docx](#)



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

2023	2024	2025	2026
	\$131,037	\$118,964	

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

No

**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?**

ARPA assistance is vital to supporting the RtP Project. Without ARPA support, HCD will lack the funding necessary to successfully outreach underserved Albany County residents to engage in the workforce. HCD does not have a funding source for staff or outreach supplies, relying on savings and donations from partners when materials are needed. Funding is needed for promotional materials that will aid in spreading the word beyond designated events. Presently when hosting and facilitating events, HCD relies on donations of space and sponsorships. Food provided through ARPA funds will increase attendance to engagement events, maximizing RtP in reaching low-income and underserved Albany County residents.

ARPA funds are necessary for HCD to hire a full-time Training and Education Coordinator and designate time for a RtP Project Director. As a new position, the Training and Education Coordinator will be dedicated to the success of the RtP Project. The Training and Education Coordinator will coordinate engagement events and offer peer training and ongoing coaching. A major asset of hiring the Training and Education Coordinator as a new role is the tailored, individualistic outreach and support provided, ensuring connection to and success for Albany County residents. Without ARPA assistance, HCD does not have the budget capacity to create this needed position.

If HCD was awarded a smaller grant than expected, the project life would need to be restricted and progress accelerated. Optimizing a smaller grant for a shorter timeframe would challenge the RtP team in reaching the most residents possible and will certainly restrict the number of residents that can be trained and supported. Cuts to funding would impact incentives that support participant discretion to use for wraparound services such as transportation and childcare that impact ability to complete training and enter the workforce. The benefit of funding a 2-year project is the strong foundations for sustainability and transformation that can be achieved.

**Provide any additional project related information you feel may support your application (you may attach documents at the end of this document).**

- [Combined-Letters-of-Support.pdf](#)

**Tax Information**

**Please upload Federal tax returns for 2019**

- [2019\\_Form-990.pdf](#)

**Please upload Federal tax returns for 2020**

- [990\\_2020.pdf](#)

**Please upload Federal tax returns for 2021**

- [990\\_2021.pdf](#)

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

EVGEDHYDC3G9

**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?**

Healthy Capital District has implemented policies as follows: • Statement of Confidentiality and Agreement • Conflict of Interest • Whistleblower Protection • Code of Ethics • Equal Opportunity Statement • Business Records Retention Policy

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

Yes

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

Healthy Capital District employs NYS Certified Navigators (certified by the NYS Department of Health) to impartially assist individuals with healthcare insurance enrollment.

**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.**

Healthy Capital District (HCD) currently uses Quickbooks for accounting records. Quickbooks software allows HCD to consistently track expenses, profits, and loss. To support the receipt of ARPA funding for the RtP Project, a specific class would be created for this project. It will remain separate from the HCD Operating Budget for tracking purposes but has the ability to be incorporated into the whole at any time. Under the project, expense categories aligning with the submitted budget will be listed to ensure an accurate and timely picture of the financial status of the project. Each year will be tracked using a separate column. Reports will be available on demand to portray the financial standing of the RtP Project.

**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**

Amanda Duff