



2026 Community Based Care Coordination Partner Application

Background

Thank you for your interest in community based care coordination in our region. BHT intends to fund the care coordination work of 10-20 Community Based Organizations employing 12-30 community based workers between February 2026 and June 2027.

Proposals should be for care coordination services provided by a minimum of one to a maximum of five (1-5 FTE) Community Based Workers (CBW) and a recommended .3 Supervisor FTE per CBW. The amount awarded will be \$234,000 per CBW. This amount can cover staff salary and benefits, administration, relevant and appropriate technology costs, related travel, and client incidental costs. In addition, BHT anticipates including incentive dollars in contracts with awarded bidders for high performance on identified key performance indicators (up to \$30,000) and an annual \$200 stipend for participating in statewide reporting surveys.

Please note any contract awarded as a result of this application is contingent upon funding availability.

Please note: This document is a copy of the virtual application and is for use as a practice document only. The virtual application is lengthy and does not have an option to save progress. We highly recommend answering the narrative response and/or short answer on a back-up document, so you do not lose your progress.

General Information

Organization Name

Organization address

Organization UEI #

Point of contact name

Point of contact email address

Choose the sector your organization represents. Please select all that apply

- ☐ Community-based organization (CBO)
- ☐ Social-services agency
- ☐ Case management provider



- ☐ Physical health/primary care provider
- ☐ Behavioral health/mental health provider
- ☐ Substance use disorder treatment provider
- ☐ Hospital/health system
- ☐ Public health
- ☐ Tribal-led/Tribal serving community-based organization
- ☐ Tribal Nation
- ☐ Child welfare provider
- ☐ Emergency services provider
- ☐ Housing agency and provider
- ☐ Food and nutrition service provider
- ☐ Education
- ☐ Employment
- ☐ State, county, city and local government agency
- ☐ Other (please specify sector)

Which service(s) does your organization provide? Check all that apply

- ☐ Behavioral health care (crisis support)
- ☐ Behavioral health care (mental health counseling, psychiatry, MAT/SUD/OD services)
- ☐ Childcare/Preschool/Early Childhood Development
- ☐ Community support group(s)
- ☐ Domestic/intimate partner violence support/intervention
- ☐ Education support (including application/scholarship support and vocational training)
- ☐ Employment support (including resume support and job applications)
- ☐ Food access
- ☐ Health education programming
- ☐ Health insurance (Establishing/Maintaining)
- ☐ Holistic health care (chiropractic, massage, physical therapy, occupational therapy, acupuncture)
- ☐ Housing
- ☐ Housing remediation services (such as mold removal, lead removal, weathering)
- ☐ Immigration Services
- ☐ Legal counsel/support
- ☐ Maternal child health (including doula services)
- ☐ Medically tailored meals
- ☐ Nutrition counseling
- ☐ Physical health care (primary care)
- ☐ Physical health care (urgent or emergency services)
- ☐ Re Entry Services
- ☐ Specialty physical health care
- ☐ Transportation
- ☐ Tribal Health
- ☐ Youth/Young Adult Services



- ☐ Other direct financial and/or material support (such as direct stipends, utility support, school supplies, clothing)
- ☐ Other (please specify below)

Who does your organization serve? Please describe your organization's primary population(s) served.

What geographic area(s) does your organization serve?

Please describe how the lived experience of your community-based workforce contributes to how you serve the community.

What languages are spoken by staff in your organization? Please select all that apply

- ☐ Arabic
- ☐ Chinese
- ☐ English
- ☐ Korean
- ☐ Marshallese
- ☐ Russian
- ☐ Somali
- ☐ Spanish
- ☐ Ukrainian
- ☐ Vietnamese
- ☐ Other (please specify)

What interpretation services does your organization provide? Please select all that apply.

- ☐ Telephone Interpretation Services
- ☐ Face-to-face Interpretation Services
- ☐ Video Interpretation
- ☐ TTY/Relay Service for ppl with hearing/speech impairment
- ☐ None
- ☐ Other (please specify interpretation service)

Approximately how many clients does your organization serve each month?

Please use a Monthly average over the last 12 months



Approximately what % of your organization's clients are eligible for Medicaid?

- ☐ Less than 25%
- ☐ Between 25-50%
- ☐ Between 51-75%
- ☐ Greater than 75%
- ☐ Unknown

What is your organization's annual budget?

- ☐ Less than \$1,000,000
- ☐ Between \$1,000,000 and \$5,000,000
- ☐ Greater than \$5,000,000

Which populations is your organization well-positioned to serve? Please select all that apply.

- ☐ Black, Indigenous, People of Color (BIPOC)
- ☐ 2SLGBTQIA+
- ☐ Justice-involved adults
- ☐ Justice-involved youth
- ☐ Youth and young adult
- ☐ Individuals with disabilities
- ☐ Immigrant communities
- ☐ Refugee communities
- ☐ Uninsured individuals
- ☐ Those who experience language barriers
- ☐ Older populations
- ☐ Low-income individuals
- ☐ Populations living in rural areas
- ☐ Tribal members or AI/AN communities
- ☐ Homeless/unstably housed individuals & families
- ☐ Individuals with complex health/social needs

Length of time operating as a formal organization (such as an incorporated business or nonprofit)

Please share any of your organization's prior experience with similar grants.

Please write N/A in field if not applicable

Does your organization have fiscal Control Policies/Procedures in place?

- ☐ Yes



☐ No

What is your organization's financial management system?

Is your organization subject to a single audit?

- ☐ Yes
- ☐ No
- ☐ We are not subject to Single Audit but do have an independent financial statement audit yearly

Does your organization utilize timesheets for community based workers that include program coding and have a process for supervisor review and approval?

- ☐ Yes
- ☐ No

Does your organization have an IT management process to minimize cybersecurity or other risks?

- ☐ Yes
- ☐ No

Does your organization have written policies for data security?

- ☐ Yes
- ☐ No

Does your organization have written policies and procedures for your direct service practices?

- ☐ Yes
- ☐ No

Does your organization provide supervision to ensure service quality, documentation accuracy, and adherence to program standards?

This includes supervisors following protocols for motivating, measuring, and managing staff performance.

- ☐ Yes
- ☐ No

Does your organization provide training to help supervisors offer reflective, trauma-informed support?

- ☐ Yes
- ☐ No

How does your organization provide quality assurance? Please select all that apply

- ☐ Designates staff responsible for overseeing quality of service



- ☐ Processes are in place for regular service quality reviews
- ☐ Processes are in place for monitoring data quality and addressing errors
- ☐ Has a process to manage, track and report on client grievances or quality of service concerns

How does your organization provide support with workforce capacity & development?

- ☐ Employs sufficient staff (FTEs and skills) to provide care coordination to individuals in community
- ☐ Employs HR practices for recruiting a culturally and linguistically diverse workforce
- ☐ Has an established onboarding process and provides role-specific training for new staff
- ☐ Offers cultural competency & trauma informed care training to staff
- ☐ Maintains a compensation and benefits philosophy with transparent salary ranges, work hours and paid time off, support for addressing and preventing job-related trauma/healing secondary trauma
- ☐ Has a plan to support and retain community-based workers, including a process to gather and respond to their feedback

Narrative Response

In this section you will be asked to upload your narrative response (word or PDF format preferred)

1. Describe how the bidder will support one to five (1-5) Community-based workers to provide community-based care coordination, according to the standards listed in RFP; please include a narrative of how you would spend contract funds. For example (staffing, technology, travel, administrative costs)
2. Include how organizational goals are aligned with promoting equity.
3. After reviewing the Care Standards Table, describe your organization's understanding of community-based care coordination and describe how the bidder is performing or will perform standard care coordination functions.
4. Describe your organization's experience employing Community-based Care Coordinators, with lived experience, and how you support CBW's in their career advancement and plan to address providing a living wage.
5. The Community Care Hub enables partners to have a sustainable business line for community-based care coordination, paying them for the work they are already doing and providing their staff with upskilling opportunities to meet developing statewide standards. Please describe how community-based care coordination fits into your strategic plan.
6. Provide sufficient detail to convey your organization's knowledge of the subjects and skills necessary to provide care coordination and meet Key Performance Indicators successfully. Include all network requirements and the proposed tasks, services, activities, etc., necessary to accomplish the scope of work. Include any required involvement of BHT CCH staff. The Bidder may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.
7. Describe your organization's experience serving prioritized populations listed in the RFP.
8. Describe your organization's experience providing services for one or more priority health and/or social needs listed in the RFP. This can include internal services or existing relationships with community referral partners.



(Optional) Video narrative response: In no more than 3 minutes, give us your elevator pitch for your application and why you would like your organization to be a part of the Community Care Hub network.