

As the fiscal agent for the Collective, HIPHI seeks to subcontract with community organizations who are members of the Collective to achieve these goals. Grantees will be responsible for:

1. Participating in the coordination of workforce training;
2. Recruiting, contracting, and/or designating 2-3 full-time Navigators (or the equivalent of 2.0-3.0 FTE);
3. Develop a program model that utilizes Navigators in a way that is most responsive to the unique needs of the community by augmenting existing kūpuna programs, implementing or adjusting workflows for home and community based service coordination, strengthening referral mechanisms between programs, and other activities to support person-centered care;
4. Leveraging Navigators to facilitate kūpuna and caregiver access to culturally appropriate resources and services that support aging in place; and
5. In partnership with UHCoA, collect and report data for evaluation and sustainability planning.

**Kūpuna Support Navigators will be assets to organizations and the communities they serve by understanding the needs of kūpuna and families, activating appropriate services offered by Hawai'i's aging network, and coordinating appropriate services to support aging in place. Navigators are Community Health Workers ("CHW"), specializing in serving kūpuna and meeting their unique needs. CHWs are nationally-recognized frontline public health workers who are trusted members and/or have a uniquely close understanding of the community served. Navigators will act as liaisons between partners, services providers, and kūpuna and caregivers in their community to facilitate access to services and improve the quality and cultural competence of service delivery. This may include, but is not limited to: access to clinical support services, chronic disease management, digital literacy, food access support, lifestyle interventions, and more.*

Service Area: Statewide.

Target population: Kūpuna who reside in Hawai'i, with a special focus on populations that are disproportionately affected by social drivers of health inequity including Kānaka 'Ōiwi, Pacific Islanders, Filipinos, low-income kūpuna, kūpuna with limited English proficiency, and kūpuna with disabilities.

Funding: HIPHI seeks to award up to 4 grantees to distribute a total of \$1,291,302.00. Project funds will support activities implemented through June 30, 2024.

Eligibility: Organizations that comply with all of the following criteria are eligible to apply:

- Are 501(c)(3) nonprofits, private businesses, corporations (LLCs), faith-based and volunteer organizations, and fiscal sponsors;
- Are not on the Debarred or Suspended lists for both State and Federal Contracts;
- Provide service to areas within the State of Hawai'i, and;

- Be able to provide certification of compliance with labor provisions, including the Contract Work Hours and Safety Standards Act.

Additionally, applicants must be a member of the [Kūpuna Collective](#). As a member of the Collective, grantees will have the opportunity to connect with other partners leading kūpuna initiatives in the state for greater situational awareness and coordination of efforts. There is no cost to [become a member](#).

Review and Award Process: Grantees will be selected via a 2-phase process. Applicants who submit promising proposals in response to this RFP - Phase I will be invited to participate in Phase II of the application process and asked additional questions. All eligible proposals will be reviewed and scored by a team including representatives from the Collective and other key stakeholders with expertise in kūpuna home and community-based services. Awards will be made with consideration to grantee integrity, record of past performance, a history of working with Community Health Workers (CHW), and demonstrated experience and capacity to implement project activities. Special consideration will be given to organizations with leadership and staff that represent communities served. Organizations may be contacted during the proposal review for clarity to better inform funding decisions. Anticipated project start date is November 1, 2023.

Grant Reporting:

Data Collection & Evaluation:

- UHCoA will be working with grantees to conduct data collection and evaluation efforts. Grantees will be required to use a standardized data collection platform to facilitate collection of data. Both training and ongoing support will be provided in the use of the platform which will automate/trigger the collection of the following:
 - Demographic data for each participant
 - Assessment of social determinants of health
 - Identification of client's top 2 priority areas/goals
 - Services/supports needed
 - Referrals made, when service started, and its frequency
 - Follow-up calls made
 - Self-reported client outcomes
- UHCoA will be working with grantees and CHWs to conduct a brief final survey to understand their experiences associated with the program (via Survey Monkey)
- Subrecipients will also be responsible for submitting data reports:
 - [Semi-Annual Report](#)
 - [Final Report](#)
- Additionally, grantees are required:
 - Utilize a standardized online platform to document client needs. Training and ongoing support will be provided.
 - Participate in site visits to include reflections on the operation and sustainability of the program model.

- During the grant period, the grantee may be requested to present to other stakeholders (e.g., at Collective meetings) to share emerging best practices, lessons learned, and other valuable insights gleaned from the project HIPHI and UHCoA will provide technical assistance to support grant reporting as needed.

Financial Reporting:

This is a cost reimbursement subcontract, with quarterly disbursements to be made pending submission of required data, invoices that include expenditures and outputs for the quarter, and proper documentation of those reimbursables. In addition, grantees will be required to submit a final budget report that details all the actual expenses for the project. HIPHI will provide the timeline and format for the final budget report.

Submit a proposal: Proposals for Phase I shall include all requirements indicated below and can be submitted via email to kupunacollective@hiphi.org by **October 2, 2023 at 5:00 pm HST**.

Contact and Questions: Questions regarding this funding opportunity may be submitted to kupunacollective@hiphi.org by end of day **September 27, 2023**. Frequently asked questions will be made available on the [Kūpuna Collective webpage \(hiphi.org/kupuna\)](http://hiphi.org/kupuna) and updated on a rolling basis. Every effort will be made to answer questions submitted after this deadline; however, due to time constraints, an answer is not guaranteed to be provided before the grant submission deadline.

Proposal Requirements - Phase I

Suggested maximum page length: 3 pages.

Organization Information & Eligibility

- Name of Organization
- Website
- Mailing Address
- Organization Type
 - 501 (c)(3) Nonprofit Organization
 - Private Business/Corporation (LLC)
 - Faith-based Organization
 - Volunteer Organization
 - Fiscal Sponsor
- Years in Operation
- Primary Contact Name
- Title
- Email
- Phone

- Is your organization currently a member of the Kūpuna Collective?
- Does your organization's leadership and staff represent communities targeted by your project?
- Organizational Capacity and Experience: Describe your organization. Provide details about your organization's experience, demonstrated readiness, partnerships, past performance, and financial/technical resources or accessibility to other necessary resources to implement activities and achieve the goals of this project.

Proposed Activities

- Projects must serve kūpuna who reside in Hawai'i. Describe the population & estimated number of kūpuna your project will serve.
- Describe how you will meet the goals of the project.
- Describe your organization's experience working with Community Health Workers (CHW), capacity to work with CHWs.
- Describe your organization's readiness to hire, contract, or designate Kūpuna Support Navigator.