

Rural Health Transformation (RHT) Community Healthcare Worker (CHW) Specialized Certificate Request for Application (RFA) Frequently Asked Questions

I. General

- 1. Is the purpose of this RFA to approve CHW foundational training organizations, or to help individual CHWs get certified?**

No, this funding opportunity is for organizations to develop curriculum for CHW specialized certificates, which is separate from CHW foundational training organization approval process.

- 2. How many CEUs will each certificate be worth?**

Course minimum is 15 hours; CEUs will be determined by the Kentucky Office of Community Health Workers (KOCHW) after submission and approval of the curriculum.

- 3. Should the content of the CHW specialized certificates be clinical in nature, given that some contributors are clinicians?**

No. The scope of this funding opportunity is explicitly non-clinical and specifically focused on training for CHWs.

II. Application

- 4. Do the applicant organizations need to be a Kentucky Office of Community Health Workers (KOCHW)-approved CHW foundational training organization?**

Applicant organizations **do not need** to be an approved CHW foundational training organization to apply for this funding opportunity.

- 5. Can a single organization be approved to offer more than one CHW specialty certification?**

Yes, a single organization may be awarded to develop more than one CHW specialized certificate program.

6. If multiple specialties are allowed, does each specialty require a separate application submission?

Yes.

7. How many organizations will CHFS fund through this RFA? Will only one organization be selected per specialty certificate (e.g., one for healthy lifestyle management, one for mental and behavioral health), or can multiple organizations be awarded for the same specialty?

One (1) award will be issued per CHW specialized certificate program type. Applicants may, however, propose working in partnership with other organizations to develop a specialized certificate. This strategy may be especially helpful for organizations that would like to participate in the funding opportunity, but do not currently have sufficient resources or staffing. Only one organization should submit an RFA response, serve as the recipient of RHT funds, and be responsible for coordinating resources.

8. The budget template (Tab 2, Personnel – Number of Months) shows 10 months as the budget period in the example provided. However, the RFA (page 10) indicates the program will run from October through the end of August, which totals 11 months. Could you clarify which timeframe applicants should use?

Please follow the RFA timeframe.

9. Is travel an eligible expense?

Yes.

10. If the applicant wants to become a KOCHW-certified CHW foundational training organization as part of this funding opportunity, will this expense be covered by this fund?

No. Any fees or expenses associated with becoming a CHW foundational training organization will not be covered by this funding opportunity.

11. Can you please explain what you mean by this statement on page 10, especially in light of what you said during the information session: “Applicants must propose a cost per certificate as part of their budget submission.”

Applicants are required to use the budget template provided in the RFA to develop a proposed budget that does not exceed the maximum amount of \$200,000 per specialized

certificate. If applying for more than one certificate, applicants must submit a separate budget proposal for each application.

12. Will you accept a link to an online interactive example, or should the applicant just explain a sample?

No, the sample lesson should be part of the application and will count towards the page limit prescribed in the RFA.

13. Can applicants reference other CHW training-related initiatives with KY RHT in the application(s)?

Yes.

14. Is there a formal application portal?

No, please email the completed application package to ashleyn.gibson@ky.gov by August 5, 2026.

III. Awardee Responsibilities

15. Will the RFA awardees be expected to maintain comprehensive records of training activities, including participant enrollment, attendance, completion, assessment results, and certificate issuance?

Awardees are not required to maintain participant-level training records or report this data as part of monthly reporting. TRAIN will serve as the system of record and has built-in functionality to capture and download data on enrollment, completion, assessment results, and certificate issuance directly from the platform.

Applicants are not required to include an evaluation plan in their narrative or expected to evaluate the performance of the program. However, if applicants wish to briefly describe how evaluation could be approached in future, they are welcome to do so.

16. What compliance and tracking metrics will the primary applicant be responsible for that cannot be automatically pulled from TRAIN?

Applicants are not going to be responsible for tracking metrics via TRAIN. KOCHW will be the responsible body once the specialized certificate program training has been approved and uploaded to KY TRAIN.

17. Will awardees be responsible for recruiting participants into the CHW specialized certificate program(s) they develop?

No, awarded organizations will not be required to participate in outreach, marketing, and recruitment activities to support enrollment.

18. What counts as milestone for payments if training and recruitment are not the responsibility of the awardees?

Milestones will focus on curriculum development progress, such as monthly check-ins with KOCHW, timely submission of intermediate deliverables, and other progress-related metrics.

19. Once the curriculum is handed over to KY RHT, do the applicants retain any additional involvement on updates?

Yes, as per KOCHW policy, the awardees will be responsible for updating the curriculum and its contents.

20. Can the awardees deliver and charge for the curriculum on their own?

No, it must remain free and hosted on TRAIN.

IV. Others

21. Will services will be available from KY TRAIN to provide the awardees with technical assistance?

Yes.

22. Is there a possibility to combine curriculum to make a cross-training for kynect resources and CHW?

No, not through this opportunity.

23. Can the awardees deliver and charge for the curriculum on their own?

No, it must remain free and hosted on TRAIN.

24. Can organizations propose combining/cross-training between the specialized certificates?

No.