Frequently Asked Questions
Community Capacity Building Funds

Please note this FAQ document will be updated regularly as more questions are asked.

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What's New

Through Oregon's Medicaid program – the Oregon Health Plan (OHP), the state is covering new services for eligible Oregon Health Plan (OHP) members called health-related social needs (HRSNs).

HRSNs are social and economic needs that impact an individual's ability to maintain health and well-being. HRSN benefits under Oregon's Medicaid waiver include climate supports, housing supports, nutritional supports, and outreach and engagement supports.

Community-based organizations (CBOs) and partners are integral to connecting member with these benefits. Community capacity building funds (CCBF) are grants to support partners and their ability to provide these new benefits.

More information is available on the OHA's CCBF website.

What is the goal of HRSN CCBF?

CCBF supports HRSN service providers, organizations that intend to become HRSN providers, and organizations that support HRSN providers to develop what they need to be able to participate in the Medicaid delivery system and deliver HRSN services to qualified OHP members.

Who administers the HRSN CCBF grant program?

Coordinated Care Organizations (CCOs) administer the HRSN CCBF grant program, except for those funds reserved for Tribal Governments. CCOs will conduct outreach to entities regarding the funding opportunity, receive, review and award funding to eligible entities in their service area.

CCBF are distinct from other CCO-related funding opportunities to support investments in community capacity via the SHARE Initiative (Supporting Health for All through REinvestment) and/or Health-Related Services. More information is available below.

HRSN CCBF Eligibility

Who is eligible to apply for CCBF?

Organizations eligible for CCBF include those that:

- intend to serve eligible populations
- have strong community relationships
- have the ability to provide HRSN services in a way that is culturally responsive and ensures meaningful access to language services
- meet Centers for Medicare & Medicaid Services (CMS) requirements[1]

[1] In accordance with parameters set by the Centers for Medicare & Medicaid Services (CMS) and outlined in OHA's 1115 Oregon Health Plan Demonstration Waiver Special Terms and Conditions (STCs) and associated HRSN Infrastructure Protocol.

What are the specific organization *types* that are eligible for CCBF?

Organization types eligible for CCBF[2]:

- Community Based Organizations (CBOs), including:
  - Social-services agencies
  - Housing agencies and providers
  - Food and nutrition service providers
  - Providers of climate devices and services
  - Outreach and engagement providers
- Organizations that provide or coordinate HRSN benefits, including:
  - Case management providers
  - Traditional health workers
  - Child welfare providers
  - City, county, and local governmental agencies
- Organizations that will support the development of the HRSN network, including:
  - Organizations who will be convening current and potential HRSN partners
  - Organizations who plan to act in the 'hub' role (i.e., partnering with HRSN providers to coordinate benefits, provide administrative, billing, training supports or other supports)
  - Tribal governments and providers

[2] In accordance with parameters set by the Centers for Medicare & Medicaid Services (CMS) and outlined in OHA's 1115 Oregon Health Plan Demonstration Waiver Special Terms and Conditions (STCs) and associated HRSN Infrastructure Protocol.

What is a HRSN provider?

HRSN providers are organizations that will provide HRSN services in a way that is culturally and linguistically appropriate, responsive and trauma-informed[3]. All contracted HRSN providers must meet certain provider qualifications. These qualifications are further defined in OAR 410-120-2030. More information on HRSN providers (e.g., how to become an HRSN provider or "provider journey", trainings on provider enrollment and invoicing, and fee schedules) can also be found on the OHA HRSN Provider webpage.

Is an organization required to be a not-for-profit organization for Community Capacity Building Funding?

An organization does not need to be a not-for-profit organization to be eligible for HRSN CCBF. An organization DOES need to be one of the eligible entity types listed above.

Are there organizations that are not eligible to apply for CCBF?

Organizations not on the above list of eligible entities will not be eligible. Additionally, any organization on one of the following exclusions lists is not eligible to apply: U.S. Department of the Treasury's Office of Foreign Assets; Control (OFAC) Sanction Lists; Social Security Administration Death Master File (SSADMF); System of Award Management (SAM); U.S. Department of Health and Human Services, Office of Inspector General's (HHS-OIG) List of Excluded Individuals and Entities (LEIE); and Oregon's Medicaid Exclusion List.

Can organizations that are on the System of Award Management (SAM) apply for CCBF?

Yes. Organizations that participate in SAM are eligible to apply. If an organization is on the SAM exclusion list, they are not eligible to apply.

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[3] "Trauma Informed" means a program, organization, or system that realizes the widespread impact of trauma and understands potential paths for recovery; recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system; responds by fully integrating knowledge about trauma into policies, procedures, and practices; and seeks to actively resist re-traumatization.

Does an applicant need to be a current Medicaid provider to apply?

No, organizations do not need to be current Medicaid providers to access CCBF or to provide HRSN benefits. Qualifications necessary to serve as an HRSN provider are distinct from those required to serve as a Medicaid provider due to the significantly different nature of these service types (e.g., housing supports vs. specialty medical care). However, current Medicaid providers are eligible to apply, so long as they meet CCBF eligibility requirements and are not already receiving other funds to support the provisions of these services.

What if my organization works primarily with fee-for-service members?

Organizations that work primarily with fee-for-service members are eligible for CCBF. They should apply for CCBF through the CCO in the region they serve. Details of the CCO contact for CCBF can be found on the OHA CCBF webpage.

Funding Uses

What can CCBF be used for?

The CMS-approved HRSN Infrastructure Protocol outlines the specific allowable uses of these funds. The funds can *only* be spent on the specific allowable uses[4] for the provisions of HRSN benefits to eligible OHP members. There are four main categories that the funds can be used for:

- Technology
- Development of business or operational practices
- Workforce development
- Outreach, education and convening

[4]In accordance with parameters set by the CMS and outlined in OHA's Oregon Health Plan 1115 demonstration waiver STCs and associated HRSN Infrastructure Protocol, the Recipient must only provide Community Capacity Building Funding for activities to eligible entities (i.e., current or prospective HRSN Providers) that fall under the listed allowable use categories.

Technology

- Buying new or changing existing technology (includes software, platforms, systems, hardware, interfaces, and/or tools) to enable the organization to provide HRSN benefits. Some examples include:
  - Referring and receiving HRSN service referrals (e.g., participating in community information exchange).
  - Documenting HRSN service delivery (e.g., buying or modifying case management software).
  - Completing and sending electronic fillable forms or screenings (e.g., electronic versions of HRSN Request form, OHA approved screening tools, and/or Information Sharing Authorization form).
  - Billing for HRSN benefits (e.g., setting up interfaces with CCOs; buying or modifying billing software, accounting software, and community information exchange).
  - Oversight, monitoring, and reporting for the HRSN program (e.g., buying or modifying case management, analytics, reporting, and visualization software).
  - Infrastructure purchasing (e.g., additional laptops or tablet computers needed for staff providing HRSN benefits).
  - Converting paper-based tools into electronic, fillable formats or the organization's technology (e.g., adding an electronic version of the Information Sharing Authorization form and HRSN Request form or OHA approved screening tools to the organization's case management software).
  - Changing existing or expanding current technology to support HRSN (e.g., modifying case management system to capture HRSN, purchasing additional laptops or tablet computers needed for staff providing HRSN benefits).
  - Integrating data platforms/systems/tools (e.g., setting up an interface between the organization's case management system and community such as forms, invoicing, and data).

- Onboarding and training staff to use new, modified, or existing technology (e.g., community information exchange, invoicing, billing).

Development of business or operational practices

- Development of polices and procedures related to:
  - HRSN referral and service delivery workflows
  - Billing and invoicing
  - Data sharing and reporting
  - Program oversight and monitoring
  - Evaluation
  - Privacy and confidentiality
- Contracting support to develop policies and procedures related to implementing HRSN benefits.
- Training and technical assistance on HRSN program and roles and responsibilities.
- Planning needs for the implementation of HRSN program.
- Administrative items necessary to perform HRSN duties or expand HRSN service delivery capacity (e.g., office supplies).
- Procuring administrative supports to assist implementation of HRSN program.

Workforce development

- Staffing
  - Cost of recruiting, hiring and training new staff to provide HRSN.
  - Salary and fringe for staff that will have a direct role in overseeing, designing, implementing and/or executing HRSN responsibilities, time limited to a period of 18 months of full time equivalent (FTE). Organizations may not access this funding for the same individual more than once.
- Training
  - Necessary certifications, training, technical assistance and education for staff participating in the HRSN program (e.g., on culturally competent and/or trauma informed care).

- Privacy and confidentiality training and technical assistance (TA) related to HRSN service delivery.

- Materials to support training and hiring
  - Production costs for training materials and experts as it pertains to the HRSN program.

Outreach, education and convening

- Materials and administrative costs
  - Producing materials necessary for marketing, outreach, training and/or education related to HRSN.
  - Translation of materials
  - Administrative or overhead costs associated with outreach, education or convening.
- Collaboration activities
  - Planning for and facilitating community-based outreach events to support awareness of HRSN benefits.
  - Planning for and facilitating learning collaboratives or stakeholder convenings.
  - Community engagement activities necessary to support HRSN program implementation and launch (e.g., roundtable to solicit feedback on guidance documents).

Is the 18-month salary limitation for staff funded through CCBF considered 18 months salary or 18 months full time equivalent (FTE)? Could a staff person working .5FTE on HRSN be funded for 36 months?

The 18-month limitation for staff funded through CCBF refers to 18 months of full time equivalent, not 18 months of salary. See chart below for examples of the allowable funding time for individuals staffed at different FTE levels. CCOs have discretion in how to apply this guidance to grantees. We encourage organizations to reach out to the CCO to which they are applying for more details on their specific policies.

Allowable Funding Times for Staff at Different FTE Levels	
FTE Level	**Maximum Allowed Funding Time Through CCBF**
.25FTE	72 months
.5FTE	36 months
.75FTE	24 months
1FTE	18 months

Can an organization apply for CCBF if they will facilitate access to HRSN benefits but don't provide the service itself?

Yes. As noted in the section on CCBF eligibility, organizations that will support the development of the HRSN network, such as those who will be convening current and potential HRSN partners and those who plan to act in the 'hub' role (i.e., partnering with HRSN providers to coordinate benefits, provide administrative, billing, training supports or other supports), are eligible to apply for CCBF.

Can an organization apply for CCBF if they only need funding to support one of the four categories?

Yes. Organizations may apply for one or multiple of the categories needed to support their capacity to become HRSN providers.

What happens if my organization does not spend all its funds?

Organizations that do not spend all the funds they are awarded may request extensions from the awarding CCO. In some cases, organizations may need to return unspent funds to the CCO. All funds MUST be spent by the end of the waiver demonstration period(9/30/27).

Can organizations who are awarded CCBF spend funds prior to receiving funding and use CCBF to get reimbursed for expenses?

CCBF can only be used for future expenses. CCBF cannot be used retroactively to reimburse for expenses already incurred.

Can CCBF be used to pay in advance for HRSN benefits (climate, nutrition services or housing costs) that the organization plans to provide?

CCBF can only be used towards the listed allowable expenses and cannot be used to pay for HRSN benefits themselves.

Are there certain things that CCBF can't be used for?

CCBF may **not** be used on the following:

- Activities for which other federal, state, or local funding is available and allocated for use for the same purposes.
- Real estate investments, developments and other capital projects.
- Vehicles.
- Payment for HRSN benefits or pre-paying for HRSN benefits to be reimbursed.
- Funding to cover ongoing financial losses.
- Ongoing lease or utilities payments.
- Staff time devoted to non-HRSN related responsibilities or benefits.
- Debt restructuring and bad debt.
- Defense and prosecution of criminal and civil proceedings, and claims.
- Donations and contributions.
- Entertainment (e.g., receptions, parties, conferences, sporting events, etc.).
- Alcohol.
- Fines and penalties.
- Fundraising and investment management costs.
- Goods or services for personal use.
- Idle facilities or infrastructure.
- Interest expense.
- Marketing materials not otherwise related to HRSN.
- Lobbying.

- Memberships and subscription costs not related to HRSN.
- Patent costs.
- Insurance costs (e.g., liability insurance, rental insurance).
- Individual-level incentives.

What are other ways to fund social determinants of health?

The CCBF funds may only be spent on activities in the allowable use categories by eligible organization types.

There are other OHA and CCO funding ways to support social determinants of health and equity. Some additional funding ways include:

- OHA's Public Health CBO Funding
- Behavioral Health Housing/ Social Determinants of Health Funding

CCO specific:

- SHARE Initiative (Supporting Health for All through REinvestment)
- Health-Related Services (HRS)

Some of the activities that CCBF funds can support are similar to what SHARE Initiative funding can support. OHA encourages CCOs to utilize all available federal CCBF before funding similar activities through SHARE. OHA also encourages organizations and CCOs to braid different funding streams like CCBF, SHARE and HRS to meet community needs. However, using different funding streams for the same activity is not allowed. An organization can apply for multiple funding options as long as it is for unique and not duplicative activities. HRS community benefit initiatives must meet HRS criteria as outlined in the OHA HRS Brief. Additionally, CCOs may not report funds outside of the CCOs' general Medicaid budget, including these CCBF dollars and other external grant sources, as HRS. More information will be available in a CCO-specific FAQ document.

Application Process

Will the CCBF Application and Budget Template be standardized?

Yes. The CCBF Application and Budget Template will be standardized across the state. No matter which CCO your organization is applying to, the application and budget questions will be the same. The CCBF Application and Budget Template may be found on the CCBF webpage of the CCO you are applying to.

How can my organization apply for funds?

CCOs across the state are responsible for the application process and disbursement of funds. CCOs will have a CCBF contact email and webpage listed on OHA's CCBF webpage. The CCO contact and webpage is where organizations are encouraged to look for more information on the application process and other important information about CCBF in a specific CCO region.

Where can I find more information about the application and budget process?

While the application and budget templates will be standardized across the state, CCOs may have different processes for how applications are submitted (e.g., via email vs. a portal), so check with the CCO to which your organization is applying for any specific or unique instructions. Organizations should direct specific questions to the CCO CCBF contact listed on OHA's CCBF webpage.

Is there a maximum amount that my organization can apply for?

Each CCO will receive an annual "not to exceed" (NTE) amount of CCBF funding that they can disburse to applicants. There is no State-determined limit on how much funding any individual organization can apply for, but no individual applicant is allowed to receive 50% or more of a CCO's NTE amount. CCOs will be responsible for determining how funding is equitably disbursed to various applicants based on a variety of dimensions (e.g., whether the organization serves priority populations, needs of the community being served, etc.).

What is the timeline for applying for CCBF?

The 2025 application window will open on April 1 and close on May 30, 2025. Organizations will receive award information in the fall of 2025.

If my organization doesn't apply for funding this year will there be more opportunities?

2025 will be the final year of the HRSN CCBF grant program.

Organizations must spend their awarded funding within the timeframe they requested in their application (e.g., 1 or 2 years). If needed, organizations can request extensions from the awarding CCO. All funds must be spent by the end of the waiver demonstration period (September 2027).

If our organization already applied to one CCO, can it apply to another CCO?

Organizations may apply to multiple CCOs for different purposes as long as the funding requests are not duplicative with one another or other funding opportunities. For example, an organization can apply to different CCOs to address capacity to serve different regions or specific populations within a particular region.

Can an organization apply with another organization as the lead?

Yes. Organizations can apply as a lead entity alongside other organizations that will benefit from the requested CCBF funding. An example might be if an organization wants to act as a hub and partner with other organizations to share the responsibilities of providing HRSN services. Applicants will need to provide adequate details in the application and budget template that articulate how funding will be utilized and shared amongst the co-applicants.

Where can I go if I have questions or concerns about the application process?

General information can be found on the OHA CCBF webpage. There, you can also find the CCBF contact information for each CCO. Questions about the specific application process for the CCO should be directed to that CCO. You can also email the OHA CCBF team by sending an email to: CCBF.info@oha.oregon.gov.

When will my organization know if it has been approved for funding?

In 2025, CCOs may notify organizations of their award In the Fall of 2025.

Who is reviewing the application?

CCOs are required to include community partners in the application review process. However, organizations applying for funds in a particular round are excluded from the decision-making process in that same round.

By what measures are my application being reviewed?

The general evaluation document by which applications and budgets are reviewed may be found on the OHA CCBF webpage. However, the CCO to which you are applying may have additional guidelines for review.

If my organization gets awarded, when can we expect to receive funding?

Depending on when your organization was notified of its award, you can expect to receive funding from the CCO no later than September 30th, 2025.

Grant Report Process

If my organization gets awarded, what will we be required to report on?

At a minimum, organizations awarded CCBF will be asked to report on an annual basis regarding the following activities:

- Amount of CCBF funds spent during the reporting period and to date.
- Specific activities and items that the funding was used to support during the reporting period.
- Requests to modify activities or the budget, as needed, including the rationale for modification.
- Attestation that the funding has not duplicated funding received from other sources.

Additionally, CCOs may have their own required reporting processes or requests.

Other

If my organization gets awarded but ends up choosing not to become an HRSN provider or for other reasons fails to become an HRSN provider, what happens to the funding?

If an awarded organization does not become an HRSN provider, funds do not need to be recouped unless they are unspent for the intended purpose (i.e., the specific allowable use for which they were designated) by the end of the demonstration (September 2027). At that time, CCOs would recoup any unspent funds from awarded organizations and return those funds to OHA.

Additional Information

How can people stay informed about CCBFs?

Additional information about CCBF is provided on OHA's CCBF webpage. Additional information is also shared via the 1115 waiver external newsletter. People can subscribe to OHA's bi-weekly waiver external newsletter by going here https://public.govdelivery.com/accounts/ORHA/signup/37696.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact Chelsea Egbert at chelsea.egbert@oha.oregon.gov or 503-945-5772 (voice and text). We accept all relay calls.

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