

# Request for Application

State of Hawai'i, Department of Health Developmental Disabilities Division ("DDD")  
Workforce Development Training Incentive Program ("WDTIP"), Cohort 3  
April 20, 2026

## I. FUNDING OPPORTUNITY DESCRIPTION

### 1. Introduction

This Request for Application (RFA) is issued by the Research Corporation of the University of Hawaii (RCUH) for the benefit of the State of Hawaii, Department of Health, Developmental Disabilities Division (DDD) (hereinafter "Project") to solicit applications from Applicants who wish to be considered for the Workforce Development Training Incentive Program (WDTIP) Cohort 3. The contract will be issued and administered as an Agreement for Services with the RCUH for the benefit of the Project.

### 2. RFA Amendments

The RCUH reserves the right to amend the RFA at any time prior to the Closing Date for Receipt of Application. All RFA amendments will be posted on the following websites: <https://health.hawaii.gov/ddd/news/> and <https://www.rcuh.com/opportunities/rfps-rfqs/open-rfps-rfqs/>. Applicants are solely responsible for checking these websites for any modifications to the RFA. The RCUH reserves the right to cancel this RFA at any time for any reason at no cost to the RCUH.

### 3. Background

The mission of the Project is to foster partnerships and provide quality person-centered and family focused services and supports that promote self-determination. Its vision is that individuals with Intellectual and Developmental Disabilities (I/DD) have healthy, safe, meaningful, and self-determined lives.

Direct Support Professionals (DSP) and Service Supervisors (SS) employed by agencies providing Medicaid 1915(c) waiver services deliver critical supports that enable people with I/DD to live, learn, and work in the community. Their work requires a wide range of competencies. Until now, Hawai'i, like most states, did not have a framework for career pathways or credentialing.

The workforce faces a high turnover rate, with an estimated 46% of DSP leaving their jobs each year. About 38% leave within the first six months, and an additional 21% leave within 6 to 12 months. Nationally, the DSP workforce is predominately female. Two-thirds work full time, and about half rely on public assistance. Without a clear strategy, there will be fewer workers in a field that already is experiencing critical workforce shortages.

DSP and SS play a crucial role in supporting individuals with I/DD. The foundation of effective services and workforce retention lies, in part, in the quality of ongoing training, education, and

supervision workers receive through their agencies. Recognizing this need, the Project has developed the WDTIP, an online training program designed to strengthen the skills, knowledge, and resources of DSP and SS who provide 1915(c) waiver services. WDTIP strives to enhance service quality, foster career progression, and bolster staff recruitment and retention. Currently the primary focus of the WDTIP is to provide the necessary supports for DSP to achieve Level 1 Certification through the National Alliance for Direct Support Professionals (NADSP). The support includes an array of professional development activities designed to achieve certification, including support for SS to achieve their own certification.

In 2025, Cohorts 1 and 2 participated in the WDTIP project in which certification candidates needed to complete a prescribed number of hours of certified training and several written competency-based attestations, with the goal of achieving NADSP Level 1 Certification. The certified training and certification process was the same for both Cohorts, which included online training modules in the DDD Relias Learning Management System, participation in monthly Community of Practices (CoPs), and approval of NADSP e-Badge competency-based submissions. Over 134 professionals, both SS and DSP, were certified.

## 4. WDTIP Cohort 3

### **FUNDING SUMMARY**

RCUH is accepting applications for WDTIP Cohort 3. New applications are required for this WDTIP Cohort 3 RFA, regardless of prior participation in any WDTIP program. RCUH estimates approximately \$840,000.00 in available funds to support a cumulative number of 120 candidates (DSP and SS) across agencies. Each agency is limited to a maximum of up to six (6) DSP candidates and two (2) SS candidates. Every DSP candidate must have an affiliated and identified Mentor. A Mentor may be affiliated with no more than three DSP candidates at a time. A Mentor may be either a SS candidate or a NADSP Level 1 Certified Professional. Applications that do not include identified Mentor(s) will not be able to participate in the program.

The Program will begin May 5, 2026 with a series of required startup activities including account verification, learner orientation, CoP assignment and enrollment. During this startup period, final CoP and invoice schedules will be released upon completion of these tasks. All certification activities for both DSP and SS must be approved and completed by 11:59 pm on September 30, 2026.

### **PROGRAM DESCRIPTION**

The WDTIP is a rigorous, professional development program that has the potential for being transformative for candidates and agencies. The certification process is unlike any other certification or credentialing program as it is based upon one's ability to communicate to the reviewing and certifying body the actual application of applied industry knowledge with examples from personal, professional experiences.

WDTIP Cohort 3 certification candidates should anticipate completing a required number of hours of certified training through Relias (an online training platform) and work toward achieving Level 1 Certification through the NADSP e-Badge Academy. The certification process includes providing testimonials either written or orally of applied knowledge of skills and competencies. Participation in virtual CoPs will be mandatory as it promotes shared learning, problem-solving, and encouragement. Learners who participated in CoPs were more likely to achieve timely certification and demonstrated a better first time submission pass rate than those who did not.

The program offers stipends based upon a milestone schedule for learners and incentives for participating agencies. Each DSP learner is paired with a Mentor (either a SS learner or NADSP Level 1 Certified Professional) to receive intra-agency support. These components create a comprehensive pathway for professional growth and long-term commitment within Hawai'i's I/DD service system.

It is important that applicants understand the level of effort required, therefore, as part of the application, agencies will be asked to respond to agency-specific implementation questions.

## **LEVEL OF EFFORT OVERVIEW**

### **Agency Expectations**

- Agencies will identify how learners will be provided time to complete the learning plan; learners will either be provided release time during regular shifts to accomplish work, or will complete their work between shifts (Agencies will be provided a base compensation to be used to pay for an alternate for shift coverage or for wages between shifts)
- Agencies will support and monitor each learner to have access to and be able to use the appropriate tools to complete the work required to achieve certification
- Agencies will assign a mentor and designate a backup mentor to each learner to aid in the badge development and submission processes
- Agencies will describe how mentor time will be protected to support learners to avoid mentor overload

### **NADSP Level 1 SS Certification**

#### Participation Requirements:

- Serve as a SS in a DDD I/DD Waiver Program
- Not previously enrolled in a WDTIP program

#### **Part I: Must be completed by 11:59pm on June 30, 2026**

#### Required Activities

- Submission of five (5) badges to NADSP:
  1. Community Safety
  2. Crisis Intervention
  3. Code of Ethics Commitment
  4. Ongoing Health Support
  5. Person Centered Thinking
- Eight (8) hours of online training

- Two (2) extended CoP meetings
- Self-reflection activities

Time Commitment (approximate)

- 15-20 hours (i.e. online training, badge related activities, CoP participation, DSP support, etc.)

**Part II: Must be completed by 11:59pm on September 30, 2026**

Required Activities

- Seventeen (17) hours of online training
- All sixteen (16) badges are submitted and approved by NADSP
  1. Community Safety
  2. Crisis Intervention
  3. Code of Ethics Commitment
  4. Ongoing Health Support
  5. Person Centered Thinking
  6. Promoting Health
  7. Team Approach
  8. Community Inclusion
  9. Empowering DSPs
  10. Hiring OR Recruiting
  11. Orientation OR Development
  12. Compliance
  13. Promoting Self Advocacy
  14. Conflict Management
  15. Listening and Adapting
  16. FLS Accredited Education
- Four (4) CoP meetings
- Development and Implementation of a Learning Pathways Plan
- Support to DSP as Mentor (if required)
- Must achieve certification by 11:59pm on September 30, 2026

Time Commitment (approximate)

- 35-40 hours (i.e., online training, badge related activities, CoP participation, DSP support, etc.)

**NADSP Level 1 DSP Certification**

The DSP certification consists of two phases: (1) Phase I: Boot Camp; and (2) Phase II: NADSP Level 1 DSP Advanced Training. Successful completion of Phase I: Boot Camp is a requirement for initiating Phase II: NADSP Level 1 DSP Advanced Training. DSP who are unable to complete either phases, will not be eligible to participate in any future WDTIP NADSP Level 1 Certification program offering until 2027.

**Phase I: Boot Camp Must be completed by 11:59pm on June 30, 2026**

Professional development opportunity to demonstrate ability and competence in the five (5) required areas of the NADSP Level 1 Certification.

Participation Requirements:

- Serves as a DSP in a DDD I/DD Waiver Program
- Not previously enrolled in a WDTIP program

Required Activities:

- Fifteen (15) hours of online training
- Six (6) badges are submitted and approved by NADSP
  1. Community Safety
  2. Crisis Intervention
  3. Code of Ethics Commitment
  4. Ongoing Health Support
  5. Person Centered Thinking
  6. DSP Education 10 Hours
- Three (3), 1.5 hour CoP meetings
- Co-Development Learning Pathway Plan to achieve Level 1 Certification
- Self-reflection activity

Time Commitment (approximate):

- 26 hours (i.e., online training, badge related activities, CoP participation, and plan development, etc.)

**Phase II: NADSP Level 1 DSP Advanced Training Must be completed by 11:59pm on September 30, 2026**

Professional development opportunity to demonstrate ability and competency in a selected DSP pathway achieving NADSP Level 1 Certification.

Participation Requirements:

- Successfully complete the Phase I: DSP Boot Camp

Required Activities:

- 35 hours of online training
- Nine (9) badges are submitted and approved by NADSP
  1. Individual Activities
  2. Friendship
  3. Advocates With
  4. Respectful Communication
  5. Cultural Connections

6. Self Care
  7. Professional Dev.
  8. DSP Education 25 Hours
  9. DSP Education 50 Hours
- Five (5), 1.5 hour CoP meetings
  - Implementation of a Learning Pathway Plan
  - Must achieve certification by 11:59pm on September 30, 2026

Time Commitment (approximate):

- 50 hours (i.e., online training, badge related activities, CoP participation, and plan development, etc.)

**Mentorship**

Each DSP learner is required to have a Mentor to provide support to achieve certification. In addition, the Mentor will serve as a facilitator to help learners overcome technical issues. With the collaboration of the designated WDTIP facilitator, the Mentor will be assisted to support the implementation of the Learning Pathways Plan which may include differentiated instruction activities to increase success in obtaining certification.

The Backup Mentor will serve as primary point of contact for learners and WDTIP facilitators if for some reason the Primary Mentor is not available.

Participation Requirements:

Agencies must identify a Mentor for each DSP candidate and are highly encouraged to identify a backup Mentor. A Mentor may be affiliated with no more than three DSP candidates at a time. If a DSP is not assigned a Mentor, then they cannot participate in the program.

For agencies who have not participated in a WDTIP program, the agency's SS candidates may serve as DSP Mentors and will be provided additional support from WDTIP to help prepare them to mentor DSP candidates.

For agencies with NADSP Level 1 certified professionals on staff, the agency may choose as DSP Mentors either a SS candidate or a NADSP Level 1 certified professional. NADSP Level I certified professionals who serve as Mentors are not expected to seek additional certification in order to serve as Mentors.

Required Activities:

- Conduct periodic check ins with Cohort 3 learners
- Participate in DSP Orientation
- Participate in Mentor Orientation
- Five (5), 1 hour CoP meetings
- Provide follow-up for CoP absences (i.e., CoP Proxy Meetings)
- Assess learners' technological aptitude to perform required functions to achieve certification

- Make recommendations and assist with the implementation of the Learning Pathway Plan

Time Commitment (approximate):

- Variable based upon the needs of each candidate and the number of learners being supervised.

## **EXCLUSIONS**

WDTIP will not provide training on the use of individual devices to access training content, badge development, or submission. Information provided will be device and manufacturer “agnostic” meaning general instructions will be provided on how to upload files within the portals but instruction will not be given on how to navigate an iPhone or PC hard drive to find a file to be uploaded. Mentors will be notified when the Learner requires device or manufacturer assistance.

## **APPLICATION RECOMMENDATIONS**

It is recommended that interested agencies read the entire guidance and attachments prior to applying. Applicants would benefit from discussing program requirements, time commitment, scheduling, and availability with candidates prior to submitting the application to obtain commitment. WDTIP is unlike any other training initiative making clarity of expectation an imperative.

The RCUH reserves the right to consider acceptable only those applications submitted in accordance with all the requirements set forth in this RFA. Any application not meeting the requirements may be disqualified without further notice, at the discretion of the RCUH.

# **II. FUNDING DESCRIPTION**

## **1. Funding Types, Use, and Distribution**

Eligible Applicants may receive two WDTIP funding types: 1) Agency Support Funds; and 2) DSP/SS Stipend Funds. Agencies will be required to use the invoice templates provided by WDTIP. Prior to submitting any invoice, agencies will be required to verify learner eligibility information via online agency specific reports generated by WDTIP.

The maximum available Agency Support Funds is \$5,000 per Learner in Good Standing, which will be dispersed over 3 invoicing periods. The maximum available DSP/SS Stipend Funds is \$2,000 per Stipend Eligible Learner will be dispersed over 2 invoicing periods.

A seven (7) day verification period (Verification Period) will be provided for agencies to verify the data, identify, communicate and resolve any discrepancies found. WDTIP will update the verification reports upon adjudication of any discrepancy. If discrepancies are not addressed by the end of the verification period, agencies will forfeit the potential financial gain that may have resulted in the resolution of the discrepancy.

Each funding type must be used in the following manner:

**Agency Support Funds**

Agency Support Funds may be used by agencies to do the following:

- Cover costs associated with supporting DSP and SS as they access training including but not limited to: mailing hardcopy materials to and for remote learners, internet hotspots, access to computers for badge submission, development and participating in online training sessions.
- Ensure participating staff have access to email for training related communication.
- Provide management support by monitoring, tracking and reporting of staff learning progress.
- Provide compensation to Mentors not receiving DSP/SS Stipend Funds.
- Maintain compliance with Fair Labor Standards Act (FLSA) regarding candidate wages, benefits, compensation of Mentors, coordination, etc.

**Distribution of Agency Support Funds**

**Agency Support Funds will be disbursed within 30 days of submission of each invoice, based on the schedule below:**

<u>Invoice Type</u>	<u>Invoice Requirement</u>	<u>Verification Period</u>	<u>Invoice Submission Period</u>	<u>Invoice Amount</u>
<u># 1 – Initial Invoice</u>	<u>All DSP/SS learners listed on the invoice are identified as having “Good Standing” on the agency specific Learner Verification Report, for the period of May 16, 2026 – May 22, 2026.</u>	<u>May 16-22, 2026</u>	<u>May 16 - June 21, 2026</u>	<u>\$ 2,000.00</u>
<u># 2 – Interim Invoice</u>	<u>All DSP/SS learners listed on the invoice are identified as having “Good Standing” on the agency specific Learner Verification Report for the period of May 23, 2026 – August 9, 2026</u>	<u>August 10-16, 2026</u>	<u>August 10 - September 15, 2026</u>	<u>\$ 2,000.00</u>
<u># 3 – Final Invoice</u>	<u>All DSP/SS learners listed on the invoice are identified as having “Good Standing” on the agency specific Learner Verification Report for the period of August 10, 2026 – September 30, 2026</u>	<u>October 1 – 7, 2026</u>	<u>October 1 – November 6, 2026</u>	<u>\$ 1,000.00</u>

WDTIP will designate learners in “Good Standing”. The Learner Verification Report will contain transactional and engagement information for each learner. During the Verification Period agencies will have the opportunity to request reconsideration of standing by providing evidence of work

products of required tasks during the invoicing period. The following provides the required tasks for each invoice:

- **Initial Invoice** for \$2,000 per DSP/SS learner:
  - Initial invoice must list only DSP and SS learners in Good Standing. Learners in Good Standing during this period of May 16, 2026 – May 22, 2026 are those who have accomplished the following:
    - Email verification
    - Name verification
    - CoP enrollment
  - Initial invoice must be submitted between May 16, 2026 – June 21, 2026, unless an extension is authorized by DDD.
- **Interim Invoice** for \$2,000 per DSP/SS learner:
  - Interim invoice must list only DSP and SS learners in Good Standing. Learners in Good Standing during this period of May 23, 2026 – August 9, 2026 are those who have accomplished the following:
    - For SS learner submitted minimum of five (5) badges
    - For DSP learner submitted minimum of six (6) badges
    - Continued online training
    - Participated in CoP or Proxy Mentor meetings .
  - Interim invoice must be submitted between August 10, 2026 – September 15, 2026, unless an extension is authorized by DDD.
- **Final Invoice** for \$1,000 per DSP/SS learner:
  - Final Invoice must list only DSP and SS learners in Good Standing. Learners in Good Standing during this period of August 10, 2026 – September 30, 2026 are those who have accomplished the following:
    - Achieved NADSP Level 1 Certification by 11:50pm on September 30, 2026 **or** submitted or drafted additional badge narratives
    - Continued online training
    - Participated in CoP or Proxy Mentor meetings

### **DSP/SS Stipend Funds**

DSP/SS Stipend Funds must be used to pay stipends to each eligible learner registered through their employer as participating in the WDTIP at two points during the program.

- Initial stipend
  - SS learner: Payment will be made upon successful completion of Part I requirements in the amount of \$1,000 for eligible learners identified in the agency specific Learner Stipend Verification Report.
  - DSP learner: Payment will be made upon successful completion of the Phase I: Boot Camp Training requirements in the amount of \$1,000 for eligible learners identified in the agency specific Learner Stipend Verification Report
- Certification stipend
  - SS learner: Payment will be made upon successful completion of Part II requirements by 11:59pm on September 30, 2026 in the amount of \$1,000.

- DSP learner: Payment will be made upon successful completion of Phase II: NADSP Level 1 DSP Advanced Training requirements by 11:59pm on September 30, 2026 in the amount of \$1,000.

DSP/SS Stipend Funds will be paid to the provider agency for distribution to the DSP/SS. Payments to DSP/SS must be made within 30 days of receipt of the payment from RCUH.

Each DSP or SS that qualifies for the stipend(s) shall:

- Be in Good Standing with their agency employer;
- Have successfully completed requirements and achieved NADSP Level 1 Certification;

This incentive opportunity is separate from any employer-required training for DSP or SS, including training assigned to address performance issues or included in onboarding, compliance, or corrective-action plans.

**Distribution of DSP/SS Stipend Funds**

The stipend(s) shall be paid in addition to regular wages and fringe benefits for each eligible staff person and shall not be used as a substitution for any other compensation. Invoices for these funds are to be submitted separately. DSP/SS stipend funds must be distributed to the DSP/SS by the agency within 30 days of receiving the payment from RCUH:

<u>Invoice Type</u>	<u>Invoice Requirement</u>	<u>Verification Period</u>	<u>Invoice Submission Period</u>	<u>Invoice Amount</u>
<u># 1 – Initial Stipend Invoice</u>	<u>SS and DSP learners listed on the invoice are identified as Stipend Eligible on the Learner Stipend Verification Report dated July 1, 2026.</u>	<u>July 1 – 8, 2026</u>	<u>July 1 – August 7, 2026</u>	<u>\$ 1,000.00</u>
<u># 2 – Certification Stipend Invoice</u>	<u>SS and DSP learners listed on the invoice are identified as Stipend Eligible on the Learner Stipend Verification Report dated October 1, 2026 and have successfully completed NADSP Level 1 Certification by 11:59pm on September 30, 2026 .</u>	<u>October 1 – 8, 2026</u>	<u>October 1 – November 7, 2026</u>	<u>\$ 1,000.00</u>

WDTIP will designate learners who are “Stipend Eligible”. The Learner Stipend Verification Report will contain transactional and engagement information for each learner. During the Verification Period agencies will have the opportunity to request reconsideration of standing by providing evidence of work products of required tasks during the invoicing period. The following provides the required tasks for each invoice:

- Initial Stipend Invoice for \$1,000 per SS/DSP learner:

- Initial Stipend Invoice must list each Stipend Eligible SS that successfully completed Part I requirements.
- Initial Stipend Invoice must list each Stipend Eligible DSP that successfully completed Phase I: Boot Camp.
- Invoice must be submitted by August 7, 2026, unless an extension is authorized by DDD.
- Certification Stipend Invoice for \$1,000 per SS/DSP learner:
  - Invoice must list each Stipend Eligible SS that successfully completed Part II or DSP that successfully completed Phase 2: NADSP Level 1 DSP Advanced Training.
  - Invoice must be submitted by November 7, 2026, unless an extension is authorized by DDD.

### III. ELIGIBILITY INFORMATION

#### 1. Applying Agency Eligibility

Interested agencies must:

- Be a DDD contracted I/DD Medicaid 1915(c) waiver provider in Good Standing providing the following services: Adult Day Health, Additional Residential Supports, Community Learning Services - Group, Community Learning Services – Individual, Community Navigator, Personal Assistance/Habilitation, Residential Habilitation, Individual Employment Supports; Discovery and Career Planning;
- Have no current adverse action imposed by Department of Human Services (DHS), including probation, revocation, or suspension;
- Have a Federal Employer Identification Number (FEIN);
- In accordance with Section 103-53 of the Hawaii Revised Statutes, if selected, applicants with a service agreement over \$25,000, shall submit a valid tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service prior to execution of the Agreement for Services. A Certificate of Vendor Compliance that reflects a “Compliant” status from Hawaii Compliance Express (HCE) [<https://vendors.ehawaii.gov/hce/>] is acceptable in satisfying the tax clearance requirement. Agencies who submit more than 4 candidates for certification will need to satisfy this requirement.
- Be currently open and operating in-person I/DD services in the State of Hawai'i and continue to remain open and operating for a period of one (1) year from the date of receiving funds.
- Confirm that DSP and SS candidates are available and committed to achieve certification by 11:59pm on September 30, 2026.
- Disclose how funds received from the award will be used and disbursed.
- Participate in program evaluation activities.

#### 2. Candidate Eligibility

DSP/SS must be employed for at least thirty (30) days by the applying agency prior to submitting the application.

Certified DSP who are positioned in a lead or supervisory role in the agency's I/DD Waiver program, are eligible to apply as a new SS candidate.

Candidates previously submitted for participation in either Cohort 1 or 2 who did not achieve certification are excluded from this application, regardless of their employer. In the event an ineligible candidate is proposed, RCUH will eliminate the the candidate from consideration.

There will be no replacement or swapping of candidates once the application has been submitted.

## IV. Application and Submission Information

RCUH requires the application be completed and submitted through email.

Completed application(s) must be emailed to:

[Marlene.Murray@doh.hawaii.gov](mailto:Marlene.Murray@doh.hawaii.gov)

**By Wednesday, April 29, 2026, by 4:00 p.m. (HST)**

Subject line must include the following: **Hawai'i Department of Health Developmental Disabilities Division, Workforce Development Training Incentive Program.**

Late submissions will not be accepted.

RCUH reserves the right to respond to questions regarding application requirements, contents and details that are submitted in writing via email by 4:00 p.m. on Friday, April 24, 2026 Subject line must include the following: Hawai'i Department of Health Developmental Disabilities Division Workforce Development Training Incentive Program. Only questions submitted via email will be accepted. Submit questions via email to:

**Marlene Murray, Program Coordinator**

[Marlene.Murray@doh.hawaii.gov](mailto:Marlene.Murray@doh.hawaii.gov)

**Hawaii Department of Health  
Developmental Disabilities Division**

All written questions will receive an official response and become addenda to this Request for Application. All received questions and responses will be posted by 8:00AM, HST on Tuesday April 28, 2026, on the following websites, <https://health.hawaii.gov/ddd/news/ddd-workforce-development-training-incentive-program/> and, <https://www.rcuh.com/opportunities/rfps-rfqs/open-rfps-rfqs>.

### Schedule of Dates

Activity	Scheduled Date
RFA issued	April 20, 2026
Informational webinar	April 23, 2026, 1:00pm to 2:30pm
Closing date for receipt of questions	April 24, 2026, 4:00pm
Project deadline for response to applicant questions	April 28, 2026, 8:00am
Application due date	April 29, 2026, 4:00pm

<b>Selection/Award notifications</b>	<b>May 4, 2026</b>
<b>Program start date</b>	<b>May 5, 2026</b>
<b>Service agreement (contract) execution period</b>	<b>May 5, 2026 - May 15, 2026</b>
<b>Program startup period</b>	<b>May 5, 2026 – May 15, 2026</b>
<b>CoP enrollment deadline</b>	<b>May 15, 2026</b>
<b>Roster verification and finalization</b>	<b>May 16, 2026 – May 18, 2026</b>
<b>Training schedule distribution</b>	<b>May 18, 2026</b>

## 1. Application Package

Eligible agencies must complete and provide the following documents which will comprise the Application Package.

- A. WDTIP Application Form (Attachment A)
  - Must be signed by RFA Point of Contact
  - Ink and digital signatures with audit log are both accepted
- B. Signed Acknowledgement of Terms of Program, Certification (Attachment B)
  - Must be signed by RFA Point of Contact
  - Ink and digital signatures with audit log are both accepted
- C. Completed W-9 Form <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

## 2. WDTIP Application Form

The WDTIP Application is a three (3) page, form-fillable document. There are four sections to the application: Agency Information, Attestation, Agency Specific Strategies, and Roster. All four sections will need to be completed for an application to be considered Complete. The following description of each page is provided to assist applicants with completion.

### **Agency Information**

Only one application per agency will be accepted, regardless of the number of locations. Provide the legal business name of the applying agency as associated with its Federal Employer Identification Number (FEIN). Include the primary business address for the agency. If the applicant is a sole proprietor and files business taxes using a Social Security Number, input the Social Security Number in the FEIN field.

A Point of Contact(POC) for both the RFA and the WDTIP is required. The RFA POC must be an agency representative who is authorized to sign contracts. This individual will also serve as the primary point of contact between the agency and WDTIP staff for contractual and compliance related matters. The WDTIP POC will serve as the primary point of contact between the agency and WDTIP staff for all fiscal and data functions. These functions include invoicing, follow up, enrolling learners, maintain learner information, etc.

### **Attestation**

There are specific non-negotiable requirements that apply universally across all applicants. In lieu of the burden of submitting supplemental documentation, RCUH will accept the applicant's attestation for each requirement, initialed by the RFA POC.

The following requirements are found in this section:

- Is a DDD contracted I/DD Medicaid 1915(c) waiver provider in Good Standing
- Does not have a current adverse action imposed by DHS or DDD, including probation, revocation, or suspension
- Is registered with Hawaii Compliance Express
- Is currently open and operating in-person I/DD services in the State of Hawai'i
- Intends to continue operating through December 31, 2026
- Has obtained consent from each proposed candidate(s) and Mentor(s) to participate in Cohort 3 prior to April 29, 2026
- Will disclose post award, in writing to DSP, SS, and Mentor how agency support funds will be utilized by May 5, 2026
- Will notify WDTIP team of changes in candidate or Mentor status within (1) one week of change
- Adhere to the invoicing schedule
- Support each candidate to have access to and be able to use the appropriate tools to complete the work required to achieve certification

RCUH reserves the right to pursue financial remediation, (e.g., delay, withhold, reduce, etc.) agency support fund payments in the event if these requirements are not upheld over the course of the contract.

### **Agency Specific Strategies**

The second page of the application is an opportunity to describe the agency's overall strategy of utilizing the agency support funds to implement the program and support a positive and successful experience for its candidates, beyond using the funds to offset more traditional indirect costs.

After the strategy description section, a list of activities is provided to further categorize the use of the agency support funds. Applicants should identify all the planned activities that will be funded through the use of these funds. Agencies are not limited to the checklist of activities provided and in fact are encouraged to identify additional activities that will be implemented that will contribute to retention. Applicants will need to check the category of planned activities and use the free text "Other" category to describe activities not identified in the checklist.

The WDTIP team have identified multiple attributes for successful implementation of the program. Two of the key indicators are 1) clearly defined roles and expectations between the DSP and the Mentor, and 2) achieving a balance between SS/Mentor and regular work duties. Applicants should describe how SS/Mentor time will be protected to avoid overload and burnout.

The answers provided in this section are informational only and the quality of the responses will not be considered as part of the selection process. The information provided will be used for consideration in future funding opportunities.

### **Roster**

The third page of the application captures the agency's proposed list of Candidates. The roster information is split between the two Candidate types, DSP and SS.

For the DSP Candidates, provide their full name as it should appear on their final certificate, the name of the assigned Primary Mentor and Backup Mentor. For agencies who have not participated in a WDTIP program, the Primary Mentor will be an SS candidate.

For agencies with NADSP Certified professionals on staff, the agency may choose as a Mentor either a SS candidate or an NADSP certified professional.

Indicate the type of Mentor for each DSP Candidate as it corresponds to the named Primary and Backup Mentors.

For the SS Candidates, likewise, provide their full name as it should appear on their final certificate.

For all candidates provide their city of residence.

## Award Information

Awards will be prioritized based on the applicant's ability to submit a complete application, meet the eligibility requirements listed above and timeliness of submission. Qualified applicants will be awarded in order of submittal with a maximum of six (6) DSP candidates and two (2) SS candidates per application. To be eligible for an award, all Required Documentation listed in section IV. Application and Submission Information, section 1 must be included as part of the Application Package and be submitted and received by the stated deadline.

Applicants are advised that entering into an Agreement for Services is contingent upon availability of funds, up to \$840,000.00 which is available. If funds are not available, the RCUH reserves the right not to enter into an agreement.

Upon selection of Applicant's application(s), Applicant will be required to sign an RCUH Agreement for Services and any required federal certifications, depending on award amount. The application review process is expected to take approximately five (5) to ten (10) days, depending on the number of applications received.

Please note that all WDTIP Cohort 3 funds are considered taxable income. Please discuss any tax implications with a tax professional. Furthermore, the Applicant should deduct applicable employee payroll taxes as with normal payroll. The Applicant cannot reduce the stipend to cover the employer's share of payroll taxes and/or fringe benefits, as those funds are included in the Administration Fund calculation.

## Reporting Requirements

All awarded agencies will be required to submit change in status of Candidates within one (1) week of the change. In the event a SS or Mentor is no longer available to participate in the program, the agency at the time of notification of the status change, must also identify the name of the new Primary Mentor. All notifications are to be made via email to:

**Marlene Murray, Program Coordinator**

[Marlene.Murray@doh.hawaii.gov](mailto:Marlene.Murray@doh.hawaii.gov)

**Hawaii Department of Health**

## Developmental Disabilities Division

All learners must actively participate in the program for the agency to qualify for agency support funds. All awarded agencies will be required to verify their learners are in Good Standing through verification reports which will be provided to them by DDD. This report consists of a summary of each learner's overall and ongoing participation in program activities. Overall program activities include completing online training modules in Relias, participating in CoP, preparing and submitting badges. Agencies must, within seven (7) days of receipt of the notification, verify the data and identify any discrepancies in the data and communicate the findings to program. WDTIP will update the Learner Verification Report after review and assessment of the discrepancies. If discrepancies are not addressed by the end of the verification period, agencies will forfeit the potential financial gain that may have resulted in the resolution of the discrepancy.

Agencies will utilize the data in the Learner Verification Report for their invoices. If the data on the invoice does not match the Learner Verification Report, the invoice will be rejected.

Post award, agencies will be provided with an invoicing calendar and will be expected to submit their invoices within 30 days as well as resolve any discrepancies expediently to maintain the invoice schedule.

# WDTIP APPLICATION FORM

## Agency Information

**Name of Agency** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**FEIN** \_\_\_\_\_

**RFA Point of Contact** \_\_\_\_\_ **Title** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Project Point of Contact** \_\_\_\_\_ **Title** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_ **Email Address** \_\_\_\_\_

### Attestation

	Initial
I attest to the following, our agency:	
Is a DDD contracted I/DD Medicaid 1915(c) waiver provider in Good Standing;	_____
Does not have a current adverse action imposed by DHS or DDD, including probation, revocation, or suspension;	_____
Is registered with Hawaii Compliance Express;	_____
Is currently open and operating in-person I/DD services in the State of Hawai'i;	_____
Intends to continue operating through December 31, 2026;	_____
Provide the necessary equipment, internet access and technical support for all candidates;	_____
Make the necessary accommodations to support candidates who find the technology or equipment available difficult to use;	_____
Will support candidates who may require differentiated instruction and change in their Learning Pathways Plan;	_____
Has obtained consent from each proposed candidate(s) and Mentor(s) to participate in Cohort 3 prior to April 29, 2026;	_____
Will disclose post award, in writing to all DSP, SS, and Mentor how agency support funds will be utilized by May 5, 2026;	_____
Will notify WDTIP team of changes in candidate or mentor status within (1) one week of change; and will	_____
Adhere to the invoicing schedule.	_____
Support each candidate to have access to and be able to use the appropriate tools to complete the work required to achieve certification	_____

## WDTIP APPLICATION FORM

### Agency Specific Strategies

Description of strategy for the use of agency support funds:

List of activities (select all that apply):

- Candidates will accrue overtime after regular hours for the week
- Candidates will be paid regular wages to complete required activities
- Candidates will be paid a stipend to complete required activities
- Candidates will be provided additional PTO days
- Candidates will receive a contribution to a retirement plan
- Non-SS Mentors will receive a financial benefit
- Non-SS Mentors will be provided additional PTO days
- Candidates will be provided access to tablets, laptops, or computers
- Candidates will be provided hotspots for internet access
- Promotional events, SWAG, incentives – Please describe:

Other- Please describe:

Describe how SS/Mentor time will be protected to support learners to avoid overload:

State of Hawai'i, Department of Health, Developmental Disabilities Division  
 Workforce Development Training Incentive Program (WDTIP), Cohort 3

## WDTIP APPLICATION FORM

Rosters							
DSP Name	Primary Mentor	Mentor Type		Backup Mentor	Mentor Type		City
		SS Candidate	NADSP Cert. Prof		SS Candidate	NADSP Cert. Prof	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

SS Name	City

### Acknowledgment of Terms of Program, Certification

By submitting this Application, Applicant certifies and agrees:

To be bound by any and all Workforce Development Training Incentive Program (WDTIP) requirements as set forth in the Request for Application (RFA), and the terms set forth below, including the terms and conditions set forth in the Research Corporation of the University of Hawai'i (RCUH) Agreement for Services (Agreement) and Attachment 32a, Terms and Conditions Applicable to Contracts and Purchase Orders (Under Federal Grants);

1. To be an approved provider of services to people with intellectual and developmental disabilities delivered by employee through the State of Hawai'i Department of Health Developmental Disabilities Division (DDD), with no current adverse actions imposed by Department of Human Services (DHS) or DDD.
2. This Application does not create a contractual relationship with the RCUH, the University of Hawai'i (UH), or the Hawai'i Department of Health Developmental Disabilities Division (DDD) and any failure to distribute funds pursuant to this Application does not create a cause of action nor does it carry any appeal rights;
3. To only expend the funds in a manner as defined in this RFA and the Agreement, unless prior written approval has been granted;
4. To keep detailed, accurate, and truthful accounting records of the receipt and disbursement of all funds received;
5. To allow the DDD and/or RCUH or their representative(s), unlimited access to audit and examine any and all records related to the funds disbursed, including, but not limited to, all records, reports, distributions, account ledgers, balance sheets, bank records, credit card statements, electronic payment records, receipts, and/or other documents related to the receipt and distribution of funds; failure to provide accurate documentation will be construed as filing a false statement;
6. To allow the DDD and/or RCUH or their representative(s) to interview any employee or agency in relation to funds disbursed;
7. That any funds received are subject to repayment, reclaim and recapture if (a) the funds are not used in the manner provided for and set forth in this RFA and Agreement, or (b) if access to records or information as set forth in the preceding paragraphs is refused or denied by the person(s) or entity receiving funds pursuant to this RFA and Agreement or, (c) if any information provided in the Application is found to be false or misleading; any agency action in requesting or demanding repayment, reclaim, and/or recapture is a final determination and is not subject to appeal;
8. That, if funding is reduced or restricted prior to distribution by legislative action, federal or state allocations, or executive action, the amount approved for distribution will be reduced or eliminated accordingly;
9. That the Agreement does not and will not violate any conflict-of-interest provisions in any respect and Applicant agrees not to pay a bonus to an individual that would result in a violation of law;
10. Will not use any funds disbursed under this Application for lobbying or any other prohibited use;
11. To comply with Executive Order No. 11246, as amended and as supplemented by U.S. Department of Labor regulations (41 CFR, Part 60-1, et. seq.), which prohibits discrimination based on race, creed, color, religion, national origin, sex, or age; and
12. The information included in this Application is true and correct; and the person whose signature is below is the applicant/owner/licensee or the authorized designee with the authority to sign the

Application and agree to the terms and requirements of the Program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_