

MN New and Emerging School-Based Health Center (SBHC) Grant: Frequently Asked Questions (FAQ)

The question-and-answer period is open and will close at 11:59 p.m. on December 20, 2023.

Questions must be submitted to Health.AdolescentHealth@state.mn.us . Please allow two business days to address questions. Responses will be shared below.

The RFP can be found on the RFP website ([RFP Website](https://www.health.state.mn.us/people/childreneyouth/schoolhealth/hlthcntrfp.html) (<https://www.health.state.mn.us/people/childreneyouth/schoolhealth/hlthcntrfp.html>)).

PLEASE NOTE- There was a typo in the first posted version of the RFP on page 7 in the email address to submit questions. The correct email is Health.AdolescentHealth@state.mn.us

SBHC RFP Questions

1. **Question:** We are looking to expand services at an existing clinic, both in the number of days we are open and adding additional services. Though this clinic is already in existence, would the expanded days and services be eligible for the New and Emerging SBHC grant?

Answer: This RFP is only for new and emerging SBHCs grants are not available to expand services in an existing location. An existing sponsoring organization could apply to open a new clinic, but not to supplement an existing clinic.

2. **Question:** There are two funding periods for the grant. Does all of the money from the first 6-month funding period need to be spent by June 30, 2024, or would there a possibility of carryover if unable to spend in 6-months?

Answer: If the grantee is unable to spend all their budgeted funds before the end of funding period one (January- June 30, 2024), they may have the option to carryover into funding period 2 (July 1, 2024-June 30, 2025) based on MDH approval.

3. **Question:** Can you clarify the total duration of the grant period? 2 years? 18 months?

Answer: The due date for applications is December 27, 2023. MDH will review and award grants as soon as possible in early January. Grant work can begin as soon as grant agreements are signed by both MDH and the awardee. MDH anticipates that to be sometime in January. Funding period 1 will

be from the date that the grant agreement is signed through June 30, 2024. Funding period 2 will be a full 12-month period from July 1, 2024- June 30, 2025.

4. **Question:** What is the estimated award amount? \$500,000 for all grantees each year (in other words, if there are 5 awards, each grantee will receive \$100,000 in year one and in year two?)

Answer: Funding period 1 has an estimated award amount of \$500,000 total. Awards will double in funding period 2 to \$1,000,000. Actual grant amounts will be decided based on the applicants' needs and budget. MDH anticipates funding five grantees \$100,000 each for funding period 1 totaling \$500,000 in grants; and doubling that to the same five grantees in funding period 2 to \$200,000 each for a total of \$1,000,000 in grants. Actual number of grants and amount of each grant will depend on accepted grantees application, need, and budget.

5. **Question:** Can a sponsoring organization apply for one SBHC in a district, and then also be named as the provider in a 2nd application from a different district?

Answer: Yes, A sponsoring agency can work with multiple school districts and provide services in multiple clinics.

6. **Question:** Can local public health departments apply, then pass through support to a school district to support them staffing up?

Answer: There is no reason that a local public health (LPH) department cannot apply. Section 1.4 (page 6) in the RFP states that applicants must meet the definition of a SBHC as stated in section 1.2 (page 4) of the RFP. As long as the LPH department meets these criteria they are eligible to apply.

7. **Question:** Is there a maximum number of pages that can be submitted?

Answer: The RFP does not limit the number of pages that can be submitted. It is requested that applications are submitted as a Microsoft Word document using an 11-point font and single spaced. (Form B, page 20 in the RFP)

8. **Question:** Will MDH accept any other additional materials?

Answer: Applications must include all required application materials, including attachments as outlined in section 3.3 (pg. 17) of the RFP. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated.

9. **Question:** Will MDH accept letters of support as attachments in the email? If not, is there another way to include them?

Answer: Letters of support are not a required part of this application. You may mention that you have them available for review upon request and write about your support and collaborations in the narrative section of your application. Applications must include all required application materials, including attachments as outlined in section 3.3 (pg. 17) of the RFP. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated.

10. **Question:** How will MDH ensure that there is a close relationship between the sponsoring organization and school district if the RFP does not require letters of support, co-signatures or other

evidence of collaboration?

Answer: You may mention that you have collaborations, partnerships, and close relationships in the narrative section of your application.

- 11. Question:** Can you provide any guidance on expected length of responses for the narrative section? The narrative section is formatted in a table with the questions on the left, leaving a smaller space for responses on the right. This gave the impression to our team that the responses were intended to be shorter in length, but perhaps this is not the case?

Answer: There is no page limit on the length of the narrative. The table on page 22 of the RFP for the project narrative is not meant to limit your answers. The questions do not need to be answered within the table and could be answered in paragraph format.

- 12. Question:** We want to explore the capabilities for our providers to be able to bill insurance more. Right now, we don't bill much so I think this would increase our sustainability. Is that a good idea for this grant?

Answer: This grant is for new and emerging SBHCs. If you are looking at billing for a new clinic that would be an approved activity under this grant. If you are looking at billing for an existing clinic, that would not qualify.

- 13. Question:** It looks like the intent of the grant is to expand services to another site. Is this accurate? or could we expand services at our current site?

Answer: This RFP is only for new and emerging SBHCs grants are not available to expand services in an existing location. An existing sponsoring organization could apply to open a new clinic, but not to supplement an existing clinic.

- 14. Question:** Can the SBHC be located in a school of higher education, such as a 2-year college, trade school, or PSEO program?

Answer: Per MN STATUTE §145.903, this funding is intended to be allocated to local school districts not institutions of higher ed.

- 15. Question:** Is the school district (K-12) allowed to submit to the application? It was not clear to me from page 5 and 4 of the RFP. If the school district is not allowed to submit an application it needs to be a health care organization or a nonprofit foundation, correct?

Answer: Yes, school districts are eligible to apply for this grant.

- 16. Question:** If a school district applies, must they have selected their healthcare provider, or can the process of selecting the appropriate collaborator be part of the planning process?

Answer: No, applicants do not have to have all collaborations and partners in place at time of application. Part of the workplan can be to develop the partnerships and details of opening a SBHC.

- 17. Question:** It looks like the intent of the grant is to expand services to another site. Is this accurate? Or could we expand services at our current site? We have a high need for mental health services. Do

we need to include HEALTH providers as well? or if the need is for MENTAL health providers, could we just focus on that?

Answer: Yes, the intent of the grant is for new and emerging clinics, grants are not available to expand services in an existing location.

The definition in statute defines a School-based health center as a safety net health care delivery model that is located in or near a school facility and that offers comprehensive health care, including preventive and behavioral health services, provided by licensed and qualified health professionals in accordance with federal, state, and local law. Although mental health services are part of comprehensive health care, a SBHC provides more than only mental health services.

18. Question: For the Minnesota New and Emerging School-Based Health Center Grant, a disclosure of conflicts of interest form is required. Can this form be attached separately within the submission email as a PDF, or should a screen shot be included within the word document?

Answer: The Conflict of Interest Form can be attached separately from the Application.

19. Question: Do you anticipate this opportunity being available in 2024 or 2025 as well? Or do you expect this to be a one-time grant opportunity?

Answer: As of now, this is a one-time grant opportunity with funding through June of 2025. There will be a new 5-year grant opportunity in July of 2025 for all SBHC, not just new and emerging.

This current funding opportunity for new and emerging clinics is meant to allow grantee resources for those that are planning to open and operate one or more new SBHC sites. The grant provides up to 18-months of funding to assess the need for a new SBHC site, establish community support, identify, and secure operating partners, and open an operating SBHC site.

20. Question: Is there any additional weight applied to any of the scoring categories? For instance, if two proposals have equivalent scores, but one intends to serve a larger population, would that be weighted more heavily? I ask because we are situated within a rural context with smaller student populations.

Answer: Scoring of applications will not be weighted based on the number of students served. The scoring will look at the needs of the school and community and how the proposal plans to address those needs. This is a statewide program MDH recognizes there will be differences in populations served.

21. Question: Can MDH offer how each section of the application will be weighted? For example: this question is worth 20 points, etc.

Answer: There was an oversight in the RFP that the percentage of the scoring was not included. Scoring of the sections will be as follows:

Selection Criteria and Weight

The review committee will be reviewing each applicant on a 5-point scale. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria. This

is a competitive grant application. The scoring factors and weight that applications will be judged on can be found in Appendix A: Criteria for Scoring Applications. A numerical scoring system will be used to evaluate eligible applications. Scores will be used to develop final recommendations.

Section	% of Total Score
1. Organizational Capacity	10 %
2. Project Narrative	25 %
3. Budget and Budget Justification	15 %
4. Diversity in Grant Making	15 %
5. SBHC Program Specific Plan	15 %
6. Logic Model	20 %

22. Question: We are multiple entities collaborating to apply as one to the grant. For example, a school, a healthcare provider, and a county; or, a healthcare foundation, a district, and an FQHC. Alone, we do not meet "the definition of a school-based health center" but together we have a plan to collaborate, design, and open a school-based health center that meets the legal definition. One of the collaborators, in this scenario, has to be "the applicant." In effect, it makes them a fiscal agent, or the entity from whom the grant dollars would pass from MDH to the collaborators. Does this work?

Answer: Yes, this would work. Any of the above listed entities would be considered a sponsoring agency.

23. Question: We are completing construction as well as refurbishing a mobile medical or dental unit, are there any limitations on the amount of funding that can be spent on building construction and renovations, or mobile unit vehicle repairs? Are funds to fix the diesel generator, replace any rusted spots (floors, chassis, compartments) to make the mobile dental/medical bus usable allowable expenses? If so, are there limits to how much of the project budget may be allocated to these repairs?

Answer: No, funds are not allowable for the above expenses. The statute allows for clinical services and workforce to perform those services, but not renovation, repairs, construction, etc. to *build* a clinic. The sponsoring agency will need to enter into a Memoriam of Agreement (MOA) with a school district. The MOA requires the sponsoring organization to be financially responsible for the operation of the SBHC and must identify the costs that are the responsibility of the school such as internet access, custodial services, utilities, and facility maintenance.

24. Question: I am unable to find a specific budget template that MDH would like us to use for our proposal. Is there one that we are required to use?

Answer: Form D: Budget Justification on page 22 and Form E: Budget Summary on page 29 has instructions on filling out the budget parts of the RFP.

25. Question: Is a logic model is needed as part of the RFP submission?

Answer: Yes, a logic model is part of the project narrative. Please see Form C: Project Narrative on pages 21-22 in the RFP.

26. Question: Is coverage of for uncompensated costs of care an allowable expense for this grant?

- Examples: unbillable visits, uninsured patient visits, confidential care, or time providers spend providing ancillary activities such as care coordination or patient education?
- Can these uncompensated costs of care be budgeted as provider or staff FTE?
- Can these uncompensated costs of care be budgeted as per visit compensation for the sponsoring healthcare organization?

Answer: Coverage for time providers spend providing ancillary activities such as care coordination or patient education is an allowable expense for this grant and can be budgeted as provider or staff FTE as it is part of their job. Medical costs that cannot be billed to insurance (clinician and staff time, confidential care, supplies, lab tests, etc.) are also allowed. These types of visits are not to be set up as a set cost per visit. They can be charged to the grant as a reimbursement of actual cost of service incurred.

27. Question: Our community is rural and does not have access to public transportation systems. Can the cost for transportation reimbursement such as gas cards or Uber/Uber Health reimbursement be built into our budget to support families having better access to the School Based Health Clinic?

Answer: Yes, transportation expense to access the clinic for a client is an allowable expense. This would fit under the Supplies and Expenses line in the budget. See page 25 of the RFP.

28. Question: For the application forms that require a signature, may this be done by hand typing a signature in? Or is there an expectation that this is somehow electronically signed? The application instructions require forms to be submitted in word, but typically in my experience signed documents would be done electronically and locked in a .pdf or hand signed and scanned.

Answer: The RFP can be submitted with signatures hand typed, electronically signed, or hand signed and scanned.

The time to submit questions for the RFP has closed as of 11:59 p.m. Central Standard Time (CST), on December 20, 2023. RFP page 7. There will be no more questions and answers posted.