

WIC and Peer Grant Q&A

UPDATED APRIL 7, 2026

The State WIC office has been receiving questions regarding the WIC and Peer grant applications. Questions have been edited for clarity.

Grant Portal Questions

- **Is there something that needs to be signed for the application?**
 - No, the application does not need to be signed. Signatures will be needed from awardees for the grant agreements, and more information about that process will be shared with awardees.
- **I submitted the Letter of Intent, but someone else at my agency will assist with completing the application. How can that person access the application?**
 - You can use the collaboration feature in the portal to invite others to view, edit, or submit the WIC grant application. The [Applicant Tutorial- Collaboration](#) article provides direction on how to do so. Please reach out to health.wic@state.mn.us if you need assistance with adding a collaborator.

WIC Grant Questions

- **Can more clarification be provided on the definition of a satellite WIC clinic?**
 - A satellite clinic is a WIC clinic operated by the main local agency at a separate site to provide easier access to participants. Additional travel expenses are incurred (such as mileage paid to staff, staff time for setting up/taking down equipment in a non-permanent location, etc.) in order to offer WIC services at the satellite clinic.
- **Regarding the question asked for each site: Total estimated Competent Professional Authority (CPA) hours/month at this site. Should this estimated time include training, continuing ed, and other miscellaneous WIC work or just CPA time spent in clinic?**
 - Please include all WIC time, not just CPA related time spent in clinic.
- **How much detail is needed for the question about local resources? Do we need to specifically name every resource individually, or can they be combined into broader categories?**
 - They can be combined into broader categories.
- **In the clinic site information section, it asks us to provide total estimated Designated Breastfeeding Expert (DBE) hours/month at each clinic site. How do we determine this?**

- [MOM 4.7](#) provides a list of DBE responsibilities. Applicants can provide their best estimate of time the DBE(s) will spend on these responsibilities at each clinic site.

Peer Grant Questions

- **In the PBSP Grant application it asks to document which staff have been trained in both the management and peer curriculums. What is the title(s) of the various trainings, both current and former titles, included in the “management curriculum”?**
 - The management curriculum is the 4-hour live training for new peer coordinators (usually over the course of 2 days) that is completed with Kristen Bricko.
 - The peer training courses are levels 1 & 2, and level 2-peer only, within the breastfeeding curriculum. Prior to the breastfeeding curriculum, peers were trained in Loving Support.

References – complete list of hyperlinks

[Applicant Tutorial- Collaboration \(https://support.foundant.com/hc/en-us/articles/4523887747223-Applicant-Tutorial-Collaboration\)](https://support.foundant.com/hc/en-us/articles/4523887747223-Applicant-Tutorial-Collaboration)

[MOM 4.7](#)

https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4_7.pdf

Minnesota Department of Health - WIC Program, 625 Robert St. N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

This institution is an equal opportunity provider.