



# MN School-Based Health Center Grant

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health  
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<https://www.health.state.mn.us/people/childreneyouth/schoolhealth/healthctrs.html>

05/22/2025

To obtain this information in a different format, call: 651-539-3020.

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## RFP Part 1: Overview

### 1.1 General Information

- **Announcement Title:** MN School-Based Health Centers Grant
- **Minnesota Department of Health (MDH) Program Website:**  
<https://www.health.state.mn.us/people/childrenyouth/schoolhealth/healthctrs.html>
- **MDH SBHC Grant Webpage:**  
<https://www.health.state.mn.us/people/childrenyouth/schoolhealth/hlthcntrfp.html>

Timeline	
<b>RFP Release Date</b>	May 22, 2025
<b>Application Due Date</b>	July 10, 2025
<b>Anticipated Grant Start Date</b>	September 2025
<b>Application Link</b>	<a href="#">Child and Family Health Online Grant Portal</a>
<b>Email Questions to</b>	<a href="mailto:Health.AdolescentHealth@state.mn.us">Health.AdolescentHealth@state.mn.us</a>

### 1.2 Program Description

School-Based Health Centers (SBHCs) are a safety net health care delivery model located in or near a school facility that provides students with high quality comprehensive medical care, including preventive and behavioral health services. These services are provided by licensed and qualified health professionals in accordance with federal, state, and local law.

Additional services provided by a SBHC can include but are not limited to: chronic medical condition management, including diabetes and asthma care, acute care for illness and injury, oral health care, vision care, nutritional counseling, reproductive health care, substance abuse care and counseling, referral to a specialist, medical home, or hospital for care, services that address social determinates of health and emerging services such as mobile health and telehealth.

SBHCs are open to all students and youth within a school or district regardless of ability to pay, insurance coverage, or immigration status. When not located on school property, the SBHC must have an established relationship with one or more schools in the community and operate to primarily serve those student groups.

Research demonstrates that young people are more likely to seek out and use health services that are easy to get to, in a familiar location, youth-friendly, and culturally and linguistically appropriate. SBHCs are affordable, accessible, convenient, and uphold all state laws already in place for parent knowledge, consent, and student confidentiality.

**Minnesota Statute 145.903**, Subd. 2(a) authorizes MDH to administer a program to provide grants to school districts and SBHCs to support existing centers and facilitate the growth of SBHCs in Minnesota.

This funding opportunity will support two separate categories:

- **Category 1: New and Emerging Grant for new and emerging clinics**
- **Category 2: Operating Clinic Grant for established and operating clinics**

**Category 1:** The New and Emerging Grant is a onetime opportunity to provide funding to organizations that are planning to open and operate one or more new SBHC sites. The grant provides three years of funding to plan, organize, and open a new SBHC site. By the end of year two it is expected that a new SBHC site will be ready to open and students may begin receiving services in year three.

<b>Category 1: New and Emerging Grant</b>	
<b>\$50,000 Year 1: Planning</b>	Hire staff, work to assess the need for a new SBHC site, establish community support, identify, and secure operating partners and sponsoring organization.
<b>\$62,500 Year 2: Emerging</b>	Hire staff, set up clinic with equipment and supplies, set up Electronic Medical Record and other technology software.
<b>\$75,000 Year 3: Open</b>	First year of clinic open and provider services available to entire student population.
<b>Total amount of 3-year grant</b>	<b>\$187,500</b>

**Category 2:** The Operating Clinic Grant provides funding for established SBHC's to support the operation of, improve upon and/or expand services in one or more SBHCs. To be considered for the Category 2: Operating Grant, a SBHC site must be in operation within the first three months of receiving the grant. Funding amount is tiered based on the total number of operating hours per sponsoring organization as defined in [statute 145.903](#).

Category 2: Operating Clinic Grant	
<b>\$50,000 a year for 3 Years</b> <b>\$150,000 Total</b>	Up to 10 hours/week combined hours with all sponsored clinics
<b>\$75,000 a year for 3 Years</b> <b>\$225,000 Total</b>	11-40 hour/week combined hours with all sponsored clinics
<b>\$100,000 a year for 3 Years</b> <b>\$300,000 Total</b>	40+ hours/week combined hours with all sponsored clinics

Grant funds shall be used to support existing SBHCs that:

- (1) operate in partnership with a school or school district and with the permission of the school or school district board;
- (2) provide health services through a sponsoring organization that meets the requirements in [subdivision 1 of MN Statute 145.903](#); and
- (3) provide health services to all students and youth within a school or school district, regardless of ability to pay, insurance coverage, or immigration status, and in accordance with federal, state, and local law.

## 1.3 Funding and Project Dates

### Funding

This RFP is funded through [MN state funding](#). Funding will be allocated through a competitive process. If selected, grantees may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date, whichever is later.

This RFP will fund projects in two separate categories. One focused on the planning of new and emerging SBHCs and one focused on supporting operating SBHCs. **If responders apply for more**

than one category, they must submit a separate application for each category. The categories and anticipated funding available for each category is as follows:

#### Category 1: New and Emerging Grant

Funding	Estimate
Estimated Total Amount to Grant	\$500,000 a year
Estimated Number of Awards	8
Estimated Award Maximum	\$50,000 year 1, \$62,500 year 2, \$75,000 year 3, totaling \$187,500

Estimated grant start date is September, 2025 and projected end date is June 30, 2028, with the possibility to extend funding period for an additional year. The grant is contingent on satisfactory grantee performance and funding availability. The amount of money available at any point is subject to any changes made by the state legislature.

#### Category 2: Operating Clinic Grant

Funding	Estimate
Estimated Total Amount to Grant	\$1,200,000 a year
Estimated Number of Awards	16
Estimated Award Maximum	\$50k, \$75k, or \$100k/year based on average weekly operating hours

The estimated grant start date is September 2025 and projected end date is June 30, 2028, with the possibility to extend funding period for an additional year. The grant is contingent on satisfactory grantee performance and funding availability. The amount of money available at any point is subject to any changes made by the state legislature.

#### Match Requirement

There is no match requirement for this grant.

## 1.4 Eligible Applicants

For both the New and Emerging grant and Operating Clinic grant, applicants must be one of the following:

- A public school, school district, or Educational Service District (including charter schools, locally or federally operated Tribal schools, and alternative learning centers) serving students between kindergarten and 12th grade in Minnesota.
- A community-based organization, including nonprofits, Tribal community clinic programs, which represent the community to be served by the SBHC.
- A medical or mental health care organization intending to sponsor the SBHC\*.
- Current SBHC sponsoring organizations\*
- Local Health Departments

\*Sponsoring organizations must meet the [statue definition 145.903 Sub. 1](#)

Services provided by a SBHC must not replace the daily student support provided in the school by educational student service providers, including but not limited to licensed school nurses, educational psychologists, school social workers, and school counselors. Clinics will provide health services to all students and youth within a school or school district, regardless of ability to pay, insurance coverage, or immigration status, and in accordance with federal, state, and local law.

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

### Collaboration

Collaboration between organizations is required and must be clearly described in the Project Narrative. It is expected that sponsoring organizations will have a school district that they are collaborating with for location and service delivery. They also agree to work collaboratively with MDH Adolescent and School Health Unit and the MN School-Based Health Alliance (MNSBHA) for the duration of the grant on program development, technical assistance, and participation in the SBHC Community of Practice with other clinics in Minnesota.



## 1.5 Questions and Answers

All questions regarding this RFP must be submitted by email to [Health.AdolescentHealth@state.mn.us](mailto:Health.AdolescentHealth@state.mn.us). All questions and answers will be posted every Friday on the [SBHC Grant webpage](https://www.health.state.mn.us/people/childreneyouth/schoolhealth/hlthcntrfp.html)

<https://www.health.state.mn.us/people/childreneyouth/schoolhealth/hlthcntrfp.html>

Please submit questions no later than 4:30 p.m. Central Standard Time (CST), on June 30, 2025. Questions submitted after this date will not be answered. The final questions and answers will be posted to the [SBHC Grant webpage](https://www.health.state.mn.us/people/childreneyouth/schoolhealth/hlthcntrfp.html) (<https://www.health.state.mn.us/people/childreneyouth/schoolhealth/hlthcntrfp.html>[https](https://www.health.state.mn.us/people/childreneyouth/schoolhealth/hlthcntrfp.html)) on July 2, 2025.

To ensure the proper and fair evaluation of all applications, other communications regarding this RFP including verbal, telephone, written or internet initiated by or on behalf of any applicant to any employee of MDH, other than questions submitted to as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

### RFP Information Meeting

There will be one informational session during the application period. Prospective applicants can participate on Microsoft Teams or call in to ask questions and receive assistance in completing the RFP. All prospective applicants should attend if able. The session, along with any questions from that meeting, will be recorded and posted on the SBHC Grant webpage (<https://www.health.state.mn.us/people/childreneyouth/schoolhealth/hlthcntrfp.html>).

The Informational session will occur on:

Tuesday June 3<sup>rd</sup>, 4-5 p.m.

Link: <https://teams.microsoft.com/meet/2224561276965?p=okFnQbYI8Vf7GWfJA2>

Meeting number: 222 456 127 696 5

Passcode: Ty3s7Kq3

Dial in by phone: [+1 651-395-7448](tel:+16513957448), [685790582#](tel:+16513957448)

Phone conference ID: 685 790 582#

## RFP Part 2: Program Details

### 2.1 Priorities

#### Health Equity Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [The Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This grant will serve students within a school or school district experiencing health disparities such as:

- Poverty
- Racial and ethnic discrimination
- Gender identity discrimination
- Sexual orientation discrimination
- Disability status
- Lack of insurance, or transportation
- Geographic location
- Language
- Age
- Concerns about confidentiality

### 2.2 Eligible Projects

Table 1: Grant Types and Activities

Grant Type	Category 1: New and Emerging	Category 2: Operating Clinic
<b>Purpose</b>	To provide grants to establish new SBHCs. Eligible projects include tasks for emerging clinics and districts that are in either the exploration, planning or implementation phase.	To provide grants to existing SBHCs that serve students K-12 in Minnesota schools to maintain operations, complete an improvement project, and/or expand services.

Grant Type	Category 1: New and Emerging	Category 2: Operating Clinic
Required Grant Activities	<ol style="list-style-type: none"> <li>1. Work collaboratively with the MNSBHA and MDH.</li> <li>2. Participate in MNSBHA's monthly Community of Practice forums.</li> <li>3. Submit clinic data to the following portals once clinic is open to students: <ul style="list-style-type: none"> <li>• <b>Locations and Services Log</b> - registers SBHC locations and documents services provided at each SBHC in MN.</li> <li>• <b>Quality Counts</b> - measures outcomes for students cared for in SBHCs across U.S.</li> <li>• <b>National Census</b> - collects data on SBHC services across the U.S.</li> <li>• <b>Costs of Care</b> - estimated medical costs associated with care provided in SBHCs across Minnesota and report these costs to MDH.</li> </ul> </li> </ol>	
Allowable Grant Activities  Examples may include, but not limited to the following...	<ul style="list-style-type: none"> <li>• Assessing the need for a SBHC site working with and using the MNSBHA's Readiness Assessment, Needs Statement and Business Plan tools.</li> <li>• Developing strategic priorities that align with the National School-Based Health Centers Core Competencies <a href="https://www.sbh4all.org/about/#core-competencies">https://www.sbh4all.org/about/#core-competencies</a>.</li> <li>• Exploring and/or implementing billing practices.</li> <li>• Developing an operation plan including hours of operation, staffing details, and services provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Expanding provider hours to serve more students.</li> <li>• Explore and expand billing to provide increased sustainability.</li> <li>• Provide or expand services like nutrition counseling and health education to provide additional much needed services to students.</li> <li>• Add, expand, or update Interpreter Services.</li> <li>• Community and youth engagement activities or programming.</li> <li>• Evaluate and update current processes and procedures.</li> </ul>

# MN SCHOOL-BASED HEALTH CENTERS NEW & EMERGING CLINICS RFP

Grant Type	Category 1: New and Emerging	Category 2: Operating Clinic
	<ul style="list-style-type: none"> <li>• Finalizing agreements with organizations that will provide services and support the new SBHC site.</li> <li>• Implementing an outreach plan to enroll students as SBHC site clients.</li> <li>• Developing a sustainability plan to offset the cost of uncompensated care due to start-up costs and staffing or uninsured patients.</li> <li>• Committing to opening and operating the new SBHC site within two years of beginning the grant.</li> </ul>	
<b>Allowable Grant Costs</b> <b>Examples may include, but not limited to the following</b>	<ul style="list-style-type: none"> <li>• Staffing</li> <li>• Supplies</li> <li>• Equipment*</li> <li>• Furniture, including cabinets, movable walls</li> <li>• Marketing</li> <li>• Training and travel expenses</li> <li>• Technology and phones</li> <li>• Uncompensated care</li> </ul>	
<b>Activities Not Covered by Funding</b>	<ul style="list-style-type: none"> <li>• Solicitating donations</li> <li>• Taxes, except sales tax on goods and services</li> <li>• Lobbyists, political contributions</li> <li>• Bad debts, late payment fees, finance charges, or contingency funds</li> <li>• Major capital improvements to property</li> </ul>	

\*Grant funds used to purchase any individual piece of equipment that has a per-unit acquisition cost which equals or exceeds \$10,000 must follow the Contracting and Bidding Requirements outlined in section 2.4 of the RFP.

A more complete list of ineligible expenses can be found on the [SBHC Grant webpage](https://www.health.state.mn.us/people/childreneyouth/schoolhealth/hlthcntrfp.html).  
<https://www.health.state.mn.us/people/childreneyouth/schoolhealth/hlthcntrfp.html>

## 2.3 Grant Management Responsibilities

### Grant Agreement

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. Grantee should read the grant agreement, sign, and once signed, comply with all conditions of the grant agreement. A sample Grant Agreement can be found [here](#).

No work on grant activities can begin until a fully executed grant agreement is in place and the State's Authorized Representative has notified the Grantee that work may start.

The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

### Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit electronic progress reports. Reports will be due bi-annually until all grant funds have been expended and all the terms in the grant agreement have been met.

Grantees are required to work with the MNSBHA and MDH to report on the following measures annually once clinics are open:

- **Minnesota Locations and Services Log** – This tool registers SBHC locations and documents services provided at each SBHC in Minnesota.
- **Minnesota Costs of Care** – estimates medical costs associated with care provided in SBHCs across Minnesota.
- **Quality Counts National Performance Measurement** – This National School-Based Health Alliance tool demonstrates SBHC's role in ensuring that youth receive an annual well-child visit and risk assessment, are screened for body mass index (BMI) with nutrition and physical activity counseling, and, if age-appropriate, are screened for depression and chlamydia and receive follow-up.
- **National Census** – This data is used to understand the federal landscape for SBHCs and the care they provide U.S. children and youth.

## Grant Monitoring

MDH complies with the Policy on Grant Monitoring created by the Department of Administration, whose powers are authorized in Minn. Stat. § 16B.97 Subd. 4(a) requires state agencies to conduct the following:

- At least one monitoring visit before final payment is made during the grant period on all state grants over \$50,000.
- An annual monitoring visit during the grant period on grants over \$250,000.
- A financial reconciliation of grantee's expenditures at least once during the grant period on grants over \$50,000 before a final payment is made.

## Technical Assistance

MDH SBHC Grant Manager will provide grantees with technical assistance to support and to meet their grant objectives. Grantees will also work with the MNSBHA for support on program development, technical assistance and participation in the SBHC Community of Practice with other clinics in Minnesota.

## Grant Payments

Per State Policy on Grant Payments, reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless MDH has given the grantee a written extension.

The invoicing and payment schedule will be monthly unless the grantee receives approval from MDH for quarterly invoicing.

## 2.4 Grant Provisions

### Affirmative Action and Non-Discrimination Requirements for all Grantees

The grantee agrees to comply with applicable state and federal laws prohibiting discrimination.

Minnesota's nondiscrimination law is the Minnesota Human Rights Act (MHRA) (Minn. Stat. § 363A; See e.g. Minn. Stat. § 363A.02 (<https://www.revisor.mn.gov/statutes/cite/363A.02>). The MHRA is enforced by the Minnesota Department of Human Rights (<https://mn.gov/mdhr/>). Some, but not all, MHRA requirements are reflected below. All grantees are responsible for knowing and complying with nondiscrimination and other applicable laws.

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified.

The grantee agrees not to discriminate in public accommodations because of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, and disability.

The grantee agrees not to discriminate in public services because of race, color, creed, religion, national origin, sex, gender identity, marital status, disability, sexual orientation, and status with regard to public assistance.

The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minn. Rules, part [5000.3550](#).

## Audits

Per [Minn. Stat. § 16B.98](#), subd. 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## Conflicts of Interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98](#) and the Office of Grants Management's Policy 08-01, "Conflict of Interest Policy for State Grant-Making."

**Applicants must complete the [Applicant Conflict of Interest Disclosure form](#) and submit it as part of the completed application.** Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice.
- A grantees or applicant's objectivity in performing the grant work is or might be otherwise impaired.
- A grantee or applicant has an unfair competitive advantage.

Individual conflicts of interest occur when:

- An applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence.
- An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

In cases where a conflict of interest is perceived, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

### **Non-Transferability**

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

### **Public Data and Trade Secret Materials**

All applications submitted in response to this RFP will become property of the State. In accordance with [Minn. Stat. § 13.599](#), all applications and their contents are private or nonpublic until the applications are opened.

Once the applications are opened, the name and address of each applicant and the amount requested is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is defined by statute as when MDH has completed negotiating the grant agreement with the selected applicant.



After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37](#), subd. 1(b). A statement by an applicant that the application is copyrighted or otherwise protected does not prevent public access to the application or its contents. ([Minn. Stat. § 13.599](#), subd. 3(a)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 13.37](#), the applicant must:

- Clearly mark all trade secret materials in its application at the time it is submitted,
- Include a statement attached to its application justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless MDH and the State of Minnesota, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.
- This indemnification survives MDH's award of a grant agreement. In submitting an application in response to this RFP, the applicant agrees that this indemnification survives as long as the trade secret materials are in possession of MDH. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

MDH reserves the right to reject a claim that any particular information in an application is trade secret information if it determines the applicant has not met the burden of establishing that the information constitutes a trade secret. MDH will not consider the budgets submitted by applicants to be proprietary or trade secret materials. Use of generic trade secret language encompassing substantial portions of the application or simple assertions of trade secret without substantial explanation of the basis for that designation will be insufficient to warrant a trade secret designation.

If a grant is awarded to an applicant, MDH may use or disclose the trade secret data to the extent provided by law. Any decision by the State to disclose information determined to be trade secret information will be made consistent with the Minnesota Government Data Practices Act ([Ch. 13 MN Statutes](#)) and other relevant laws and regulations.

If certain information is found to constitute trade secret information, the remainder of the application will become public; in the event a data request is received for application information, only the trade secret data will be removed and remain nonpublic.

## Contracting and Bidding Requirements

*(a) Municipalities* A grantee that is a municipality, defined as a county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law to enter into contracts is subject to the contracting requirements set forth under Minn. Stat. § 471.345. Projects that involve construction work are subject to the applicable prevailing wage laws, including those under Minn. Stat. § 177.41, et. seq.

*(b) Non-municipalities* Grantees that are not municipalities must adhere to the following standards in the event that duties assigned to the Grantee are to be subcontracted out to a third party:

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under Minnesota Statutes 16B.
- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- iv. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
  - Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List (<https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/> )
  - Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnucp.metc.state.mn.us/>) or
  - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://cert.smwbe.com/> ).

- v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- vi. The grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- vii. Notwithstanding (i) - (iv) above, State may waive bidding process requirements when:
  - Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant or
  - There is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- viii. Projects that include construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minnesota Statutes 177.41 through 177.44.
- ix. Grantee must not contract with vendors who are suspended or debarred in MN: The list of debarred vendors is available at: <https://mn.gov/admin/osp/government/suspended-debarred/>.

## 2.5 Review and Selection Process

### Review Process

Funding will be allocated through a competitive process with review by a committee representing MDH staff, staff from state agencies, and individuals from other organizations that represent a broad range of professionals with experience in program planning and project management, knowledge of school health services, clinic experience, adolescent development, schools, and experience with grant writing and reviewing grants. Reviewers will be required to identify any conflicts of interest and steps will be taken to mitigate the conflict or the reviewer will not review an application if a conflict is identified. The review committee will evaluate all eligible and complete applications received by the deadline.

MDH will review all committee recommendations and is responsible for award decisions. **The award decisions of MDH are final and not subject to appeal.** Additionally:

- MDH reserves the right to withhold the distribution of funds in cases where proposals submitted do not meet the necessary criteria.

- The RFP does not obligate MDH to award a grant agreement or complete the project, and MDH reserves the right to cancel this RFP if it is considered to be in its best interest.
- MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the application, as submitted, substantially complies with the requirements of this RFP. There is, however, no guarantee MDH will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

### **Selection Criteria and Weight**

Review committee members will be divided into teams so that multiple individuals will score each application. Each reviewer will review and score the applications assigned to their team individually using the score sheet provided (refer to Appendix J for a sample score sheet). Reviewers will score each applicant on a 100-point scale. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria.

The review teams will then participate in a review meeting where applications are discussed as a team. Reviewers will be able to modify their individual scores based on discussions at the review meeting. At the end of the meeting, team members will make recommendations to MDH based on the scoring criteria and discussion.

MDH will make final decisions on all applications and will balance the recommendations by the review teams with other factors including, but not limited to:

- Review team scores
- Representativeness of collaboration
- Representativeness of community need
- Geographic distribution of services
- Total funding available

### **Grantee Past Performance and Due Diligence Review Process**

- It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them.
- State policy requires states to conduct a pre-award risk assessment prior to a grant award. Additional information may be required for proposed budgets of \$50,000 and higher to a potential applicant in order to comply with [Policy on Pre-Award Risk Assessment for Potential Grantees](#).

### **Notification**

MDH will notify all applicants via email of funding decisions.

## RFP Part 3: Application and Submission Instructions

### 3.1 Application Deadline

Application Due Date	Application Submission
<b>July 10, 2025</b> no later than 11:59 p.m. (CST)	<b>Submit Electronically</b> to the grant interface portal, <a href="https://www.grantinterface.com/Home/Logon?urlkey=mdcfh">Foundant</a> <a href="https://www.grantinterface.com/Home/Logon?urlkey=mdcfh">https://www.grantinterface.com/Home/Logon?urlkey=mdcfh</a>

All applications **must** be received by MDH no later than 11:59 p.m. Central Time, on July 10, 2025

**Late applications will not be accepted.** It is the applicant’s sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by mail, delivery, computer, or technology problems.

**Acknowledgement of application receipt.** MDH will “reply all” to the email address that submitted the application to acknowledge receipt of your application within one business day of the receipt of an application. If you do not receive an acknowledgment email within that time frame from when you submitted the application, it means MDH did not receive your application/documents. Please contact **Health.AdolescentHealth@state.mn.us** after that time frame for further instructions.

### 3.2 Application Submission Instructions

MDH-Maternal Child Health Section (MCH) requires application submissions to be made through the grant interface portal, [Foundant](https://www.grantinterface.com/Home/Logon?urlkey=mdcfh) (<https://www.grantinterface.com/Home/Logon?urlkey=mdcfh>).

- **New Users:** Please click on “Create New Account” to complete the registration process and create your logon credentials.
- **Existing Users:** Please enter your credentials and log in. If you forgot your password, use the “Forgot your Password?” link to the left on the logon screen to reset your password.
- **Not Sure:** If you think that you or someone at your organization has already registered in Foundant, do not create a new account. Please contact our MDH MCH staff at **health.MCH@state.mn.us** for assistance.

Once in the system, click on the “apply” button location on the upper tool bar on the home page. You will be redirected to a list of open applications in the system, then select the **“School-Based Health Centers (2025)”** application.

Applicants may apply to one or both categories outlined in this RFP. Each proposal must be submitted separately and include a full set of required application materials. Upon applying, please verify the submission is to the correct category which is at the bottom of the Application Face Sheet. For applicants submitting to more than one category, please submit a completed application and necessary documentation for each proposal.

Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated. **MDH reserves the right to reject any application that does not meet these requirements.**

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

**All costs incurred in responding to this RFP will be borne by the applicant.**

### 3.3 Application Instructions

#### 1. Grant Applicant Face Sheet (online entry; not scored)

Applicants shall complete and submit Appendix B: Grant Applicant Face Sheet as part of their application. Basic information about the applicant entity is requested, including legal and business name (as entered in SWIFT), address, and tax identification. All applicants must identify the Authorized Organization Representative (AOR). This person is often the CEO of the organization and must have the authority to enter into a legally binding contract with the State. This information will be used for contracting purposes.

#### 2. Project Narrative (online entry/upload; scored)

Applicants shall complete and submit Appendix C: Project Narrative as part of their application. The project narrative describes the organization, collaborating partners, the community and student population and their needs and their proposed project.

### 3. Workplan (upload; scored)

Applicants shall complete and submit Appendix D: [Workplan template](#) as part of their application. A template will be provided. Applicants can edit the workplan to adapt objectives and activities to meet the needs of their priority population, and if awarded, should submit a final workplan similar in scope. Activities may be added or adapted but not deleted. The workplan timeline must extend across the entire grant period.

- Year 1: August 1, 2025 – June 30, 2026
- Year 2: July 1, 2026 – June 30, 2027
- Year 3: July 1, 2027 – June 30, 2028

The workplan must also include start and completion dates for all activities.

The [Workplan template](#) is available within the RFP and can be found on the SBHC Grant webpage  
(<https://www.health.state.mn.us/people/childreneyouth/schoolhealth/hlthcntrfp.html>).

### 4. Budget Details (Excel Workbook/upload; scored)

Applicants shall complete and submit Appendix E: [Budget Details](#) as part of their application. The file must be submitted as an Excel Workbook; a PDF will not be reviewed.

The budget template is available with-in the RFP and can be found on the [SBHC Grant webpage](#) (<https://www.health.state.mn.us/people/childreneyouth/schoolhealth/hlthcntrfp.html>).

### 5. Supplemental Documents (not scored)

Applicants must submit the following supporting documents to be eligible for review:

- Due Diligence Form ([Appendix F](#))
- Indirect Cost Questionnaire ([Appendix G](#))
- Applicant Conflict of Interest Form ([Appendix H](#))



## **RFP Part 4: Appendices**

- Appendix A: Application Checklist
- Appendix B: Grant Applicant Face Sheet
- Appendix C: Project Narrative
- Appendix D: Work Plan Template
- Appendix E: Budget Details
- Appendix F: Due Diligence Form
- Appendix G: Indirect Cost Questionnaire
- Appendix H: Disclosure of Conflicts of Interest
- Appendix I: Application Scoring Sheet

## Appendix A: Application Checklist

### Application Checklist

- ☐ **Current/previous grantees with the State of MN:** Log into SWIFT

<https://mn.gov/mmb/accounting/swift/> and confirm that the following information is correct and up to date for your organization: name, address, locations, banking information, phone numbers, and other contact information. If applicant is using a fiscal agent, it must be stated on the Face Sheet. A fiscal agent is an organization that assumes full legal and contractual responsibility for the fiscal management and award conditions of the grant funds, that has authority to sign the grant agreement. A fiscal agency is a different entity than the entity that will actually perform the work/grantee's duties.

- ☐ **New grantees with the State of MN:** Instructions to set up a SWIFT account can be found on the [SWIFT Quick Reference Guide \(mn.gov\)](#).

- ☐ Appendix B: Application Face Sheet
- ☐ Appendix C: Project Narrative
- ☐ Appendix D: Work Plan
- ☐ Appendix E: Budget Details
- ☐ Appendix F: Due Diligence
- ☐ Appendix G: Indirect Cost Questionnaire
- ☐ Appendix H: Applicant/Recipient Conflicts of Interest Disclosure
- ☐ Appendix I: Application Scoring Sheet

## Appendix B: Application Face Sheet

### ***General Applicant Information***

Applicant Legal Name (do not use a “doing business as” name, **must match what is in SWIFT if a current vendor**):

Business Address (street, city, state, zip):

Minnesota Tax Identification Number:

Federal Tax Identification Number:

SWIFT Supplier ID (if you have one):

### ***Director of Applicant Agency Information***

Name:

Business Address (street, city, state, zip):

Phone Numbers and Email:

### ***Financial Contact for this Application***

Name:

Phone Numbers and Email:

### ***Contact Person for this Application:***

Name:

Business Address (street, city, state, zip):

Email:

### ***Requested Funding***

Total Amount Requested \$

I certify that the information contained above is true and accurate to the best of my knowledge; that I have informed this agency’s governing board of the agency’s intent to apply for this grant; and, that I have received approval from the governing board to submit this application on behalf of the applicant.

Signature of Authorized Agent for Applicant: \_\_\_\_\_

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

## Appendix C: Project Narrative

### Section 1 - Proposal Overview

**Category 1: New and Emerging** – Describe how you will use the New and Emerging SBHC funding and your agency’s capacity to effectively provide SBHC services with your targeted populations.

Remember, SBHC services must provide care that:

- (1) Operates in partnership with a school or school district and with the permission of the school or school district board;
- (2) Provides health services through a sponsoring organization that meets the requirements in subdivision 1 of MN Statute 145.903;
- (3) Provides health services to all students and youth within a school or school district, regardless of ability to pay, insurance coverage, or immigration status, and in accordance with federal, state, and local law; and
- (4) Has a plan for addressing uncompensated care for insured patients, including Medicaid, and explaining how billing will be maximized.

**Category 2: Operating Clinic** – Describe how you plan to use the Operational SBHC funding to maintain, expand or improve SBHC services, and your agencies capacity to complete the proposal.

### Section 2 – Organization Description (same for both categories)

1. Briefly describe your organization and why it will be successful with SBHC work.
2. Describe the organization’s relevant experience working with students/community, addressing health disparities and conducting activities related to the proposed project.
3. Describe the staff who will be involved in the proposed project and their capacity to deliver the activities.
4. What is your organization’s experience managing grants?

### Section 3 – Project Narrative

Category 1: New and Emerging	Category 2: Operating Clinic
Summarize the overall goals and objectives of the proposed project.	Summarize the overall goals and objectives of the proposed project.
Describe the student population and the geographic area you are planning to serve	Describe the SBHC student population and the geographic area being served.
Briefly describe your collaborating partners or potential partners for opening or expanding a SBHC.	Briefly describe your collaborating partners including how long you have been in collaboration, positive outcomes and unexpected challenges.
Describe any unmet needs, gaps or barriers you have identified and explain how having a SBHC in this community would address these gaps.	Describe any unmet needs, gaps or barriers you have identified in your SBHC communities and how your clinic is addressing these gaps.
How do you plan to meet the cultural and linguistic needs of your student and family populations?	How is your SBHC able to meet the cultural and linguistic needs of your students?
How does your project address health equity and reduce health disparities?	How does your project address health equity and reduce health disparities?
What are the projected outcomes of your project? They should be specific, measurable, achievable, and relevant.	What are the projected outcomes of your project? They should be specific, measurable, achievable, and relevant.
Do you plan on contracting with Medicaid and use third party billing for sustainability?	Do you have a contract with Medicaid and are you currently optimizing third party billing?

## **Section 4 – Work Plan Template - Same for both Categories 1 and 2**

In this section you will list the objectives (measurable goals) for the grant period. Under each objective list all the activities that will be completed to meet the objective. Each activity will also have an associated start and end date as well as the role of the person responsible for execution. Be as detailed as possible to ensure the reviewer understands each step of the process for the project.

New and Emerging clinic grantees will submit yearly updated workplans.

***Grantees will be required to report progress of activities and accomplishments on a semi-annual basis during the grant period.***

## **Section 5 – Budget Details- Same for both Categories 1 and 2.**

Provide a detailed list of the estimated project expenses to successfully meet the goals of the proposed project. The budget explanation should be broken down by each budget category. The description should provide information on the need for specific expenditures. They should also clearly show how the budget line item was calculated.

[Budget spreadsheet template](#)

## **Appendix D: Workplan**

The work plan template is available as a separate word document Appendix D: [Work Plan Template](#), found on the SBHC Grant webpage (<https://www.health.state.mn.us/people/childrenyouth/schoolhealth/hlthcntrfp.html>).

## **Appendix E: Budget Details**

### **Introduction**

Before writing the budget, consider the specific activities planned and the resources (staffing, supplies, equipment, etc.) needed to conduct those activities. Are there resources already available? Are there resources that need to be purchased? Which items will need to be replaced during the grant period? Consider the skills needed to carry out the grant activity and comply with any requirements, particularly the financial aspect of the grant.

You need to account for all your grant program costs under six different line items. The following paragraphs provide detailed information on what costs can go into those six lines. You will be required to show detailed calculations to support your costs. Failure to include the required detail could result in a delayed grant agreement if your application is selected for funding.

All costs under this grant must be prorated to reflect fair share of the expense to this program. For example, if a computer is purchased for one staff person who works .5 FTE on this grant and .5 FTE on another program, the cost for that computer should be split 50 – 50 by this grant and the other program.

For both category applicants, the budget descriptions should provide a brief but sufficient explanation of how funds are proposed over grant period.

**Applicants are strongly encouraged to use the Microsoft Excel template provided.**

#### **Budget Template**

You are required to complete a Budget Details for each time period listed below:

- Funding Period 1: August 1, 2025 - June 30, 2026
- Funding Period 2: July 1, 2026 - June 30, 2027
- Funding Period 3: July 1, 2027 – June 30, 2028

#### **Salary and Fringe:**

For each proposed funded position, indicate:

- Title
- Full time equivalent (FTE) on this grant (see example below)
- Expected rate of pay
- Total amount applicant expects to pay the position for the year
- Brief description of what role the position will play in providing SBHC services (1 sentence)

Grant funds can be used for salary and fringe benefits for staff members directly involved in applicant's proposed activities. Any salary costs included in the Salary and Fringe line of the budget and/or invoice must be if supported by proper time documentation.

Who can be included in Salary and Fringe:

- Staff members directly providing a service
- Administrators overseeing program implementation
- Accounting, IT, and human resources staff

It is strongly suggested that applicants incorporate into their budgets the costs of appropriate financial staff to provide financial oversight to the grant. This could be through contracting with an individual or organization or a staff person.

Any salaries from the administrative support, accounting, human resources, or IT support, MUST be supported by some type of time tracking to be included in the Salary and Fringe line.

Salary and fringe expenses not supported by time reporting documentation may be included in the indirect line if these unsupported salaries and fringe were included on the Indirect Cost Questionnaire form and approved by MDH. Any salary and fringe expenses not supported, not included on the Indirect Cost Questionnaire, and not approved by MDH are unallowable and may not be charged to this grant.

The following are examples of administrative costs that could be included in direct lines of the budget and/or invoice:

- The CHS administrator's time that can be tracked through time studies to a specific grant (include in the Salary/Fringe line).
- A portion of secretarial/administrative support, accounting, human resources or IT support staff expenses that can be tracked through time studies to a specific grant (include in the Salary/Fringe line).

**Full time equivalent (FTE):** The percentage of time a person will work on this grant project. Each position that will work on this grant should show the following information:

**EXAMPLE:**

Public Health Nurse: \$30.40/hourly rate

x 2,080/annual hours (or whatever your agency annual standard is)

\$63,232 annual salary

Multiply annual salary by your agency's fringe rate:

\$63,232 annual salary

x 23% fringe rate (use your agency fringe rate, 23% is just an example)

\$14,543 fringe amount

Now add the annual salary and the fringe amount together:

\$63,232 annual salary

+\$14,543 fringe



\$77,775/annual salary and fringe total

Multiply the annual salary and fringe total by the FTE being charged to this grant:

\$77,775 annual salary and fringe total

X .50 FTE assigned to grant

\$38,888 total to be charged to grant for this position.

## Contractual Services

Applicants must identify any subcontracts that will occur as part of carrying out the duties of this grant program as part of the Contractual Services budget line item in the proposed budget. The use of contractual services is subject to State review and may change based on final work plan and budget negotiations with selected grantees. Applicants will be responsible for monitoring any subcontractors to ensure they are following all State, Federal, and programmatic regulations including proper accounting methods.

Applicant responses must include the following:

- Description of services to be contracted
- Anticipated contractor/consultant's name (if known) or selection process to be used
- Total amount to be paid to the contractor

## Travel

List the expected travel costs for staff working on the grant, including mileage, parking, hotel, and meals.

If project staff will travel during the course of their jobs or for attendance at educational events, itemize the costs, frequency, and the nature of the travel.

Grant funds **cannot** be used for **out-of-state travel without prior written approval from MDH**. Minnesota will be considered the home state for determining whether travel is out of state.

## Tribal Nation Applicants

Budget for travel costs (mileage, lodging, and meals) using the Per Diem Rates by the Government Services Administration (GSA) ([www.gsa.gov](http://www.gsa.gov)). Current lodging amounts and meal reimbursement rates vary depending on where the travel occurs in Minnesota.

Consult the breakdown of the current Meals and Incidental Expense (M&IE) rates ([www.gsa.gov](http://www.gsa.gov)).

Mileage will be reimbursed at the current IRS rate at the time of travel.

### **Non-Tribal Applicants**

Budget for travel costs (mileage, lodging, and meals) using the rates listed in State of Minnesota's Commissioner Plan (<https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp> ).

Hotel and motel expenses should be reasonable and consistent with the facilities available. Grantees are expected to exercise good judgement when incurring lodging expenses.

Mileage will be reimbursed at the current IRS rate at the time of travel. (For the year 2025, IRS reimbursement rate is .70 cents per mile).

### **Supplies**

Briefly explain the expected costs for items and services the applicant will purchase to run the program. These might include additional telephone equipment; postage; printing; photocopying; office supplies; training materials. Include the costs expected to be incurred to ensure that community representatives, partners, or clients who are included in the applicant's process or program can participate fully. Examples of these costs are fees paid to translators or interpreters.

### **Equipment**

Tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$10,000.

Grant funds need to follow the Contracting and Bidding Requirements outlined in section 2.4 of this RFP for purchases of any individual piece of equipment that costs more than \$10,000.

### **Other**

Include in this section any expenses the applicant expects to have for other items that do not fit in any other category. Some examples include but are not limited to:

**Staff Training** – This can include volunteers actively involved in grant activities.

**Food and Beverage Costs** - Generally, the cost of food is not an allowable item. However, if there will be group meetings or grant activities where there is justification for a grantee to provide food, please include those food costs in the "Other" line of the budget and follow the guidelines below.

- Food can only be provided if the majority of the attendees are non-grantee staff.
- Grant funds may not be used to provide food for award dinners, grant project celebrations or parties, etc.
- If meals are provided, the following limits as stated in the State of Minnesota's Commissioner Plan (<https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>).

**Incentives** - Incentives are items purchased with grant funds and used to encourage participating in the specific grant program in order for the grantee to adequately fulfill the goals and objectives of the grant program. Incentives may include gift cards or specific items.

Incentives may be in various forms, including but not limited to, pre-paid gift cards (physical or electronic), water bottles, stress balls, give-away items, and other reasonable items that can be associated with the programmatic goals and objectives of the project. Pre-paid gift cards are the same as having cash on hand and must be treated as such.

The costs of incentives are to be reasonable and in compliance with any grant agreement restrictions, terms, and conditions. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Applicants proposing activities that involve the distribution use of incentives for program participation must include the costs for purchasing incentives in the "Other" line of the budget and follow the guidelines stated below.

Applicants must adhere to the following rules regarding incentives in order for the expense of incentives to be reimbursable:

- Address the use of incentives in the text of the RFP application.
- Account for the incentives in the "Other" line of the budget form.
- Obtain MDH's approval of the budget form that includes the incentives.
- Incentives must be distributed in the funding year in which they are purchased.
- Incentives must be kept in a secure locked location at all times (ex: locked drawer, locked cabinet).
- The applicant/grantee must track which client/participant received the incentive and the dollar value of that incentive. Applicants/grantees must ensure data privacy when tracking the distribution of incentives.

## Indirect Costs

Indirect costs are expenses of doing business that cannot be directly attributed to a specific grant program or budget line item. These costs are often allocated across an entire agency and may include administrative, executive and/or supervisory salaries and fringe, rent, facilities maintenance, insurance premiums, etc.

The following are examples that could be included in indirect costs:

- Your department pays a general percentage to the city/county attorney's office or the sheriff's department and these costs cannot be specifically attributed to an individual grant.
- Your Community Health Board (CHB) or department pays a fee or percentage to the county/city human resources department and these costs are not tied to a specific grant.
- The CHBs accounting system does not allow community health services (CHS) administrator's time to be directly attributed to specific grant activities.

In contrast, administrative costs are expenses not directly related to delivering grant objectives, but necessary to support a particular grant program. These are items that while general expenses, can be attributed and appropriately tracked to specific awards. These items should be included in the grantee budget as direct expenses in the appropriate lines of Salaries and Fringe, Supplies, Contractual Services, or Other. They **should not** be included in the indirect line. For example, printing and supplies that your accounting system is able to track (for example through copy codes) to a specific grant (include in the Supply line).

The total allowed for indirect costs can be charges up to your federally approved indirect rate, or up to a maximum of 10%.

**If you will use an approved Federally Negotiated Indirect Cost Rate Agreement (NICRA), submit your most current NICRA with your application.**

## Allowable and Unallowable Expenses for Grants

A detailed list of [Allowable and Unallowable Expenses](https://www.health.state.mn.us/people/childreneyouth/schoolhealth/hlthcntrfp.html) can be found on the SBHC Grant webpage (<https://www.health.state.mn.us/people/childreneyouth/schoolhealth/hlthcntrfp.html>).

## Appendix F: Due Diligence Form

You can access and download the [Due Diligence Form](https://www.health.state.mn.us/about/grants/duediligence.pdf) (<https://www.health.state.mn.us/about/grants/duediligence.pdf>) on the MDH website.

## Appendix G: Indirect Cost Questionnaire

You can access the [Indirect Cost Questionnaire](https://www.health.state.mn.us/people/childrenyouth/schoolhealth/hlthcntrfp.html) on the program website (<https://www.health.state.mn.us/people/childrenyouth/schoolhealth/hlthcntrfp.html>).

## Appendix H: Applicant/Recipient Conflicts of Interest Disclosure

You can access and download the [Applicant/Recipient Conflict of Interest Disclosure Form](https://www.health.state.mn.us/about/grants/coiapplicant.pdf) (<https://www.health.state.mn.us/about/grants/coiapplicant.pdf>) on the MDH website.

## Appendix I: Criteria for Scoring

A numerical scoring system will be used to evaluate eligible applications. Reviewers are also encouraged to provide comments along with their scores.

Applicants are encouraged to score their own application using the evaluation scoresheet before submitting their application. This step is not required but may help ensure applications address the criteria evaluators will use to score applications.

### Rating Table

Rating or Score	Description
<b>Excellent or 5</b>	Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; no significant weaknesses.
<b>Very Good or 4</b>	Substantial response; meets in all aspects and in some cases exceeds, the minimum requirements; no significant weaknesses.
<b>Good or 3</b>	Generally meets minimum requirements; significant weaknesses, but correctable.
<b>Marginal or 2</b>	Lack of essential information; low probability for success; significant weaknesses, but correctable.
<b>Unsatisfactory or 1</b>	Fails to meet minimum requirements; needs major revision to make it acceptable.

## Scoring Section

Section 1 – Project Summary New and Emerging, Operating Clinic	Maximum Score
The Proposal summary is clear and concise and includes communities engaged, key activities or strategies and anticipated outcomes.	5

Section 2 – Organization Description New and Emerging, Operating Clinic	Maximum Score
1. The organization description is clear and lays out why they will be successful with SBHC work.	5
2. The applicant describes the organization’s relative experience working with students/the community, addressing health disparities and conducting activities relating to the project.	5
3. The applicant describes the staff that will carry out the proposed activities and shows they have the capacity to complete the activities.	5
4. The applicate describes previous experience working with grant funding.	5
Total Points	20

Section 3 – Project Narrative Category 1: New and Emerging Grant	Maximum Score
1. There is a clear description of the overall goal and objectives of the project.	5

Section 3 – Project Narrative Category 1: New and Emerging Grant	Maximum Score
2. The applicant describes the student population and geographic area they intend to serve.	5
3. There is evidence of collaboration with other partners or potential partners to successfully open a SBHC.	5
4. Applicant describes how having a SBHC in their community will fill identified unmet needs, gaps or barriers.	5
5. The applicant describes a plan to meet the cultural and linguistic needs of the student and family populations.	5
6. Applicant describes how their project will address health inequity and reduce disparities.	5
7. The applicant describes clear outcomes which are specific, measurable, achievable, and relevant.	5
8. The applicant plans to utilize Medicaid and 3 <sup>rd</sup> party billing to ensure financial sustainability.	5
Total Score	40

Section 3 – Project Narrative Category 2: Operating Clinic Grant	Maximum Score
1. There is a clear description of the overall goal and objectives of the project.	5
2. The applicant describes the student population and geographic area they intend to serve.	5

Section 3 – Project Narrative Category 2: Operating Clinic Grant	Maximum Score
3. The applicant is able to describe their collaborating partners, how long they have been in partnership and some positive outcomes and unexpected challenges of their collaboration.	5
4. Applicant describes the unmet needs, gaps or barriers in their SBHC communities and how they are addressing these gaps.	5
5. Applicant describes how they are able to meet the cultural and linguistic needs of their student population.	5
6. Applicant describes how their project will address health inequity and reduce disparities.	5
7. The Applicant describes clear outcomes which are specific, measurable, achievable, and relevant.	5
8. The applicant has a contract with Medicaid and is utilizing 3 <sup>rd</sup> party billing to optimize financial sustainability.	5
Total Score	40

Section 4 – Work Plan Template New and Emerging, Operating Clinic	Maximum Score
1. The workplan provides a clear picture of the scope and timeline of the proposed project.	10
2. The activities are clear and comprehensive and will achieve the identified objectives and strategies.	10
Total Score	20



MN SCHOOL-BASED HEALTH CENTERS NEW & EMERGING CLINICS RFP

<p>Section 5 – Budget Details</p> <p><b>New and Emerging, Operating Clinic</b></p>	<p>Maximum Score</p>
<p>1. The budget includes detail on each cost item for which grant funds are being requested on the budget form.</p>	<p>10</p>
<p>2. The budget relates to the proposed project and project objectives. It doesn't include items that are extraneous to the grant project.</p>	<p>5</p>
<p>Total Score</p>	<p>15</p>