

School-Based Health Centers – Improving Health Care Access for Children and Adolescents in Washington

SBHC Behavioral Health Improvement Grant

Frequently Asked Questions

Interested applicants can submit questions to AdolescentHealthUnit@doh.wa.gov by Friday each week. We will add information on your question topic to this FAQ by the following Monday. Check back regularly for updates.

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General RFA Questions

What is the definition of a school-based health center (SBHC)?

[The legislation](#) defines an SBHC as “a collaboration between the community, the school, and a sponsoring [health care] agency that operates the school-based health center, which is a student-focused health center located in or adjacent to a school that provides integrated medical, behavioral health, and other health care services such as dental care.”

I work at a community mental health agency that has partnerships with district schools. Does this count as a SBHC?

A community mental health agency that is partnered with the school or school district to provide services does not meet the legislative definition of an SBHC on page 1 of this FAQ.

Can I apply for a grant if my organization provides health services (including behavioral health) for a school but is not an SBHC?

At this time, applications will only be considered if they come from sponsoring healthcare agencies of existing or startup SBHCs that meet the legislative definition on page 1 of this FAQ.

Will there be ongoing funding?

Grant awards will be for a 10-month period to start. Funding after one year is not guaranteed and will be dependent on meeting grant deliverables and availability of state funding.

Will there be funding opportunities in the future?

We hope to offer funding opportunities again next year, but it will depend on the availability of state funding. We will share more information about funding opportunities after the first year as soon as we can.

Is there a limit on the number of proposals an organization can submit?

Organizations can submit multiple proposals, but the proposals must be for different SBHC sites. We will only review one application per SBHC site.

Will the due date be extended?

If we do not receive enough applications after June 15 at 11:59 PM PST, then we may extend the due date. We will send out notifications of changes to the due date using the same channels used to release the RFA.

I have questions or would like to request changes to the Terms and Conditions (Appendix A of the RFA). How should I proceed?

Most of the terms and conditions are negotiable. You can make and keep a list of your questions and change requests. If your application is selected, please send us your list and we will work with you to address them.

How can we edit our application after we submit it?

Please review your application and make sure you are ready to submit your application, with all short answer questions complete and all attachments uploaded, before hitting the 'submit' button.

If you submitted your application and need to make edits, please email us (AdolescentHealthUnit@doh.wa.gov) with your changes, and we will make the edits for you.

How do we make sure our application is submitted?

Please be sure to press the **Submit** button at the bottom of the application. This tells us you have finished completing the application and will not be making additional changes.

Submit

Save & Return Later

Eligibility and Grant Requirements

What types of organizations are eligible?

Applications for a behavioral health improvement grant should come from the sponsoring healthcare agency.

Is medical presence required, or can it just be behavioral/mental health?

The SBHC must provide comprehensive and integrated medical and behavioral health care services. See the minimum requirements for SBHC services and staffing in [Table 2 of the RFA \(page 6\)](#) for more details.

Is it possible to propose a project which supports multiple schools/districts?

Yes, as long as the SBHC(s) meet the minimum requirements for SBHC services and staffing listed in [Table 2 of the RFA \(page 6\)](#).

Does the following statement refer to students who access a free and reduced lunch or is it some other measure? "Projects must serve a school with a high proportion of students (60% or more) who come from a historically underserved community or population."

Students receiving free or reduced lunch are one group/population that is considered historically underserved and is listed along with other groups that are considered historically underserved on [pages 3 and 4 of the RFA](#).

Use of Grant Funds

What WA State procurement laws would we have to follow for purchasing?

You should follow any procurement rules/policies set by your organization or agency. As long as the activity benefits the SBHC, you are welcome and able to use the grant funds for any of the activities listed in [Table 1 of the RFA \(page 4\)](#).

Can we use the grant funds to purchase telehealth equipment?

Yes, grant recipients may use the grant funds for telehealth equipment, as long as the telehealth services are an addition or extension of a school-based health center's services.

Can we use the grant funds to implement mobile clinics to reach additional schools?

Yes, grant recipients may use the grant funds to implement mobile clinics, as long as the mobile clinics are an addition or extension of a school-based health center's services.

Attachments: Budget

Does DOH have a sample budget?

We do not have sample budgets available. The budget is specific for your organization and project. We recommend starting with your project proposal, then going through the project workplan (template available for download in the application), making revisions for your needs and adding your project-specific activities. Then use the budget workbook (template available for download in the application) to calculate what you need to accomplish those activities (staffing, supplies, equipment, etc.).

Can we allocate funds for something (like a consultant or training opportunities) if we don't have a specific company/person/opportunity in mind yet?

Yes, you can allocate funds to a category and determine the specifics later. However, keep in mind that your budget is a scored component of the application, so it may impact your overall score.

What are the matching funds requirements?

Behavioral health improvement grants **are not required** to have match funds.

If you have and plan to use match funds or in-kind contributions, you are welcome to document them in your budget. The budget workbook (template available for download in the application) will show your overall budget for the proposed project and summarize all expenses and funding sources, including any in-kind or match contributions. Use the budget narrative (template available for download in the application) to show us which parts of your project will be funded by grant funds and which part, if any, will be funded by match or in-kind contributions.

If staff time and benefits will be in-kind and not charged to the grant, do we need to include them in the budget workbook and narrative?

Yes, please include the staff time and benefits for any positions that will be working on the grant activities. This will help us understand how your budget aligns with your project workplan and proposal.

The budget workbook (template available for download in the application) will show your overall budget for the proposed project, summarizing all expenses and funding sources. You should include the staff time/benefits in the workbook, but you do not need to indicate that they are in-kind or match contributions. Use the budget narrative (template available for download in the application) to show us which parts of your project will be funded by the grant and which part will be funded by match or in-kind contributions.

How should we document our indirect rate?

In the budget workbook (template available for download in the application), you can enter your organization's indirect rate as a percentage, and the spreadsheet will automatically calculate the total indirect amount. The budget workbook is a summary of all expenses and funding sources for your project, so this might not be the same as the indirect rate charged to the grant funds. You can then use the budget narrative (template available for download in the application) to show how much of the indirect will be charged to the grant.

My organization doesn't have a federally approved indirect rate, and our indirect rate is more than 10%. Can we negotiate the indirect rate?

The indirect rate must not be more than the federally approved indirect rate for your organization, or more than 10% of the total grant award. We will also accept indirect rates already approved by the Washington State Department of Health. Please include documentation in your application. You can attach any documentation with your budget workbook or narrative (template available for download in the application).

[Attachments: Demonstrated Support](#)

Who should the letters of support be from?

We are requesting applicants include a letter or statement of support from:

- School administration (i.e., school principal) where the SBHC is located
- School district administration (i.e., school superintendent) where the SBHC is located
- School nurse where the school-based health center is located
 - We recommend also including documented support from the school social worker or counselor.
- Two community organizations that represent the community/population the SBHC will serve
 - We recommend one of these letters come from a behavioral health organization, but it is not required.

You may use one letter of support for the school, but you must show documentation of support (i.e. statement or signature) from each of the positions. If the school does not have a school nurse, please note that in the letter or your application.

Do you have sample letters of support?

Yes, there will be template letters of support available in the application. When the application is available, you can download the template file in the Demonstrated Support section of the application.

What is DOH's process for scheduling interviews with those who contributed letters of support? Will the applicant and/or school partner be notified?

All applicants will be notified of their award status by the end of day on Monday, July 18. If your application is selected for an award, then DOH will contact the organizations that provided letters of support for your application to schedule a short interview. We will ask them about your organization's history of working with the intended community for the SBHC and for an additional reference. Interviews will take place in late July as part of the contract development process.

Are letters of support sufficient to show support between the school/school district and sponsoring health care agency?

Letters of support from the school/school district are sufficient. We recommend having a more formal agreement in place (like a Memorandum of Agreement, Memorandum of Understanding, Tribal Resolution, or lease agreement, etc.) between the school/school district and sponsoring health care agency to prevent barriers to SBHC operations.

In the application, you can attach any existing agreements in the Demonstrated Support section as an additional letter of support.

My project proposal would support two schools within a school district. Do I need letters of support from each one?

We want to see that your project has buy-in from the school nurse, school building administration, and school district administration of each school served by the SBHC. You are welcome to do this through one letter signed by all parties or by separate letters.

[Attachments: Project Workplan](#)

Do we need to edit the tasks/activities in the sample workplan?

You should edit the sample workplan to adjust the required activities to meet your needs, and you should also add any activities specific to how you will complete your proposed project.