

2023-2024

Request for Applications (RFA)

**Arkansas School-Based Health Center
Initiative**



**DIVISION OF ELEMENTARY
& SECONDARY EDUCATION**

APPLICATION GUIDELINES



**ARKANSAS
SCHOOL-BASED
HEALTH CENTERS**

APPLICATION DEADLINE

**Completed applications must be received by the Division of Elementary and Secondary
Education on or before Friday, March 31, 2023**

Division of Elementary and Secondary Education (DESE) Arkansas School-Based Health Center Initiative 2023-2024

PURPOSE

The Arkansas School-Based Health Center (SBHC) Initiative is a competitive funding opportunity for districts to implement on-campus medical and mental health service partnerships. The Arkansas School-Based Health Center program is intended to promote health, wellness, and academic achievement in Arkansas public schools.

ELIGIBLE APPLICANTS

All Arkansas public school districts intending to establish a new health center are eligible to apply for grant funding up to \$150,000. Only one SBHC per district may be funded by the DESE during a current funding cycle.

NOTICE OF INTENT TO APPLY REQUIREMENT

Districts intending to apply for the 2023-2024 SBHC Grant must have a representative attend the SBHC Grant Writing Technical Assistance Training via zoom scheduled on Monday, February 13, 2023, from 10:00 a.m. to 12:00 p.m. Use the following link to register in advance: [Technical Assistance registration link](#). Once registered, participants will receive a confirmation email containing information about joining the meeting. Attending this event will act as a notice of intent to apply and deem the district eligible to continue the application process. Registration is required for the event.

GRANT / AWARD GUIDELINES

Awarded SBHC grant recipients will be eligible to receive distribution of funds for a three-year period, with funds decreasing each subsequent year. Annual renewal is based on a review of progress. Applicants intending to create a new health center on a school campus, where students are primarily located, may apply for up to \$150,000.

Funds will be distributed based on DESE reimbursement guidelines. The district must keep funds separate from all other sources. Districts must follow all local financial management policies that apply to Arkansas Public Schools.

Applicants should carefully read the grant guidelines. Grantees will be required to adhere to the School-Based Health Center Grant Guidelines and the [Arkansas Standards for School-Based Health Centers](#).

The maximum annual distribution of funds, based on the original grant amount awarded, is provided below.

DISTRIBUTION OF FUNDS		
Year of Funding	% of Grant Award	Example of Maximum Yearly Grant Amount
Year 1	100%	\$150,000
Year 2	70%	\$105,000
Year 3	50%	\$75,000

FUNDING TERMS AND CONDITIONS

The maximum grant award is \$150,000 for year-one funding. Proposed costs must be considered reasonable and necessary to carry out the center’s purpose and objectives. Funds may be used only to supplement, not supplant, any federal or state mandates. These funds may not supplant existing services or programs.

The awarded school district must act as the fiscal agent for the grant. Each year grantees will be evaluated for continued funding based upon the established requirements, specified benchmarks, and program timeline as determined by the LEA/district and approved by DESE within the funding grant cycle. Quarterly progress and semi-annual financial reports will be required each year.

PRIORITY

Priority points will be awarded for applicants serving a student population low income rate of 80% or greater according to 2021-2022 data presented on the [My School Info](#) website related to the target LEA. – 5 Points

SELECTION PROCESS

Applications will be subject to internal and external reviews. The internal review will assess completeness, eligibility, and technical merit. The technical review may result in point deductions for missing components of the grant submission. Each applicant considered for funding may be subject to a site visit as part of the review process.

GRANT REQUIREMENTS

During the funding period, failure to achieve the program requirements listed below may result in termination of the grant award. Funding is also determined legislatively and, therefore, is dependent on appropriation of general education state funding for the SBHC program.

SBHC IMPLEMENTATION REQUIREMENTS	
All grant requirements must be fully implemented during year-one funding unless otherwise noted.	
SBHC STAFF & COLLABORATING PROVIDER REQUIREMENTS	
A Provider Profile (Appendix D) must be completed for each collaborating provider.	
District Registered Nurse	The District must employ a full-time Registered Nurse prior to the application submission and throughout the life of the grant funding cycle.
District School-Based Health Center (SBHC) Coordinator	The District must designate a full-time center coordinator throughout the life of the grant to act as the liaison between the district and collaborating providers and to oversee the daily operations of the center. The SBHC Coordinator must be housed in the center.
Medical Health Professional	The District must establish an agreement with a collaborative medical provider (physician, advanced practice nurse, or physician’s assistant) to provide medical services a minimum of 12 student service hours per week during the school year, upon opening.

Mental Health Professional	The District must 1) designate a School-Based Mental Health Coordinator and 2) employ a Licensed Mental Health Professional (LMHP) according to the staffing requirements outlined in the DESE School-Based Mental Health Certification Manual or establish an agreement with a collaborative mental health agency to provide school-based mental health student services upon opening. <i>(If the District employs a LMHP, this position may fulfill the SBHC Coordinator requirement.)</i>
Dental and Optometry Health Professional (OPTIONAL)	The District may establish an agreement with a collaborative dental or optometry provider to provide services during the implementation of the funding cycle.
<p>Grantees must establish contracts and/or memorandums of agreement with partners/service providers related to resources, commitment, and involvement relative to the SBHC. All collaborating providers must agree to provide equitable services to all students served by the target LEA.</p> <p>All collaborating providers must agree to enroll the SBHC site with all applicable third party health coverage sources, including Medicaid, and agree to seek third party reimbursement for medical services rendered through the SBHC.</p>	
SBHC OPERATION REQUIREMENTS	
SBHC Core Team	The District must establish a SBHC Core Team to serve as the decision making board related to SBHC operation and implementation progress. The SBHC Core Team should consist of a district or building level administrator (superintendent and/or principal), SBHC Coordinator, school registered nurse and/or school counselor, medical service provider, and mental health service provider.
SBHC Enrollment	The District must develop and implement an annual SBHC enrollment plan, specifically detailing communication/marketing of service delivery and engagement of at-risk youth and families.
SBHC Facility	The District must ensure the facility renovation is completed by the close of the year-one funding cycle. <i>(Proposing a SBHC facility that has an existing school bond is discouraged)</i>
SBHC Policies and Procedures	The District and collaborating providers must develop and implement SBHC policies and procedures according to HIPAA/FERPA guidelines prior to implementation of service delivery.
School-Based Medicaid Operations	The District must ensure school-based Medicaid administrative claiming and direct service Medicaid claiming is maintained at or above the expected performance level throughout the life of the grant. (See Medicaid in the Schools Website)
Third Party Reimbursement	The District and collaborating providers must ensure, by the close of the year-one funding cycle, all collaborating providers are pursuing third party reimbursement for services rendered through the SBHC.

SERVICE DELIVERY & OUTREACH REQUIREMENTS	
Immunizations	The District must ensure access to immunization services for all students. The district may provide immunizations or develop a partnership with the local health department to provide immunizations.
Well-Child Checks	The District must ensure Early Periodic Screening Diagnosis and Treatment (EPSDT) visits are made available to all students.
Chronic Disease Management	The District must ensure chronic disease case management supports are available to students.
Health Coverage Enrollment	The District must assist families of students with health coverage enrollment.
Mental Health Screener	The District must ensure a mental health screening process is implemented by the medical provider.
Individual Therapeutic Services	The District must ensure individual mental health therapeutic services are made available to all students.
Service Coordination	The District and collaborative providers must coordinate treatment planning and effective service communication for all students.
Telehealth Services (OPTIONAL)	The District and collaborative providers may provide services with the use of telehealth technology. However, on-site, in-person services must be offered.
Outreach Services	The District and collaborative providers must ensure the availability of on-site staff/community training and student outreach programming directly related to the SBHC's mission and services.
PROFESSIONAL DEVELOPMENT REQUIREMENTS	
DESE Sponsored SBHC Professional Development	The District must ensure the SBHC Core Team is represented at the following SBHC events: New Grantee Training; Annual Fall SBHC Grantee Training; Annual DESE SBMH Coordinator Meeting.
National Sponsored SBHC Professional Development	The District must ensure the SBHC Core Team is represented at the annual School-Based Health Alliance National Conference throughout the life of the grant. (Or an alternate national professional development opportunity, as approved by DESE)
The DESE reserves the right to include additional training requirements during the funding cycle.	
EVALUATION & REPORTING REQUIREMENTS	
SBHC Enrollment (Annual, Ongoing)	The District must report SBHC student enrollment by close of Cycle 2, October 1, annually, with updated enrollment provided through Cycle 7, June 30 th . See SIS Handbook, page 136
SBHC Financial Report (Semi-Annual)	The District must submit expenditure reports semi-annually by January 31 th and August 31 st during each annual funding cycle, through the DESE Grant Management System (GMS).

SBHC Progress Report (Quarterly)	The District must submit service delivery progress reports quarterly during each annual funding cycle.
SBHC Performance Report (Annual)	The District must establish performance goals and objectives related to student attendance, well child visits, and sustainability. Districts will report progress for implementation of the SBHC performance measures during each annual funding cycle.

BUDGET CATEGORY/GUIDELINES

Salaries & Fringe Benefits

School-Based Health Center (SBHC) Coordinator Salary Allowance

Employed by District ONLY

Up to 100% of SBHC Coordinator salary may be supported by the grant during the first year of funding. For sustainability purposes, the percent of support for this salary must be decreased each grant year.

(If the SBHC Coordinator is a .5FTE SBHC Coordinator and .5FTE Coordinated School Health (CSH) Coordinator or .5FTE School-Based Mental Health (SBMH) Coordinator position, 100% of the salary may be supported by grant funds during the first year of funding. For sustainability purposes, the percent of support for this salary must be decreased each year.)

Licensed Mental Health Professional (LMHP) Salary Allowance

Employed by District ONLY

Up to 100% of LMHP salary may be supported by the grant during the first year of funding. For sustainability purposes, the percent of support for this salary must be decreased each grant year.

(If the grantee chooses to contract with a mental health provider, the district must identify a district employed SBHC Coordinator. Grant funds may not be used to support the salaries of outside providers.)

Support Staff for the School-Based Health Center Salary Allowance

Employed by District ONLY

Up to 100% of support staff salary may be supported by the grant beginning the second year of funding. ***For sustainability purposes, the percent of support for this salary must be decreased each grant year.***

NOTE: Support staff has not been deemed necessary during the first year of funding, due to planning and site preparations. A grant funded support staff position is optional.

Operating Expenses

Operation expenses are costs related to the daily ongoing operation of the health center (i.e., utilities, phone expenses, custodial services).

General Supplies

Any single item purchased for the SBHC for less than \$1,000

Training and Conference Fees

Training and conference fees are costs related only to professional development for SBHC staff (i.e., conference registration fees for the health center core team).

Indirect Costs

Indirect costs are the expenses incurred by the district in administering or providing program services. School districts must use the DESE approved Restricted Indirect Cost Rate.

Travel

In-State Travel

Any expense directly related to CSH and SBHC staff to travel within the state of Arkansas to carry out CSH and SBHC duties and requirements (i.e., mileage, lodging, meals).

Out-of-State Travel

Any expenses directly related to CSH and SBHC staff to travel outside the state of Arkansas to carry out CSH and SBHC duties and requirements (i.e., mileage, lodging, airfare, meals).

Equipment

Any single item purchased for the SBHC.

NOTE: Any single item exceeding \$1,000.00 purchased with SBHC funds must be pre-approved by appropriate DESE program personnel. (All items presented on an approved budget are considered pre-approved.)

Contracted Services

Payments to SBHC providers are discouraged. Contracted services are allowable but must be considered a reasonable and qualified expense. This category includes all professional services purchased for the center (for example, contractual services to renovate the facility, SBHC professional development speakers/training).

NOTE: Any payment to SBHC partners with grant funds must be pre-approved by appropriate DESE program personnel. The applicant must clearly detail, in the budget justification, expected payments to the center partners and the planned services to be provided.

Allowable/Unallowable Expenses

Expenditures must follow state guidelines and must be clearly tied to the goals and objectives of the SBHC. Supporting documentation for expenditures is required. Examples of such documentation may include an Expenditure Audit Trail Report, purchase orders, invoices with check numbers, payroll records, bank statements, etc.

Examples of non-allowable expenditures

- District/school expenses, not directly or clearly related to CSH and the SBHC
- Entertainment (amusement, diversion, social activities)
- Motorized or battery-powered vehicles
- Gift cards
- Lobbying
- Travel expenses for individuals not directly related to SBHC
- Grant writing services
- Seasonal holiday décor
- Landscaping
- Expenses occurring prior to grant award

Examples of allowable expenditures

- District SBHC staff salaries
- Professional development activities relating to CSH, SBHC, SBMH
- Clinic equipment
- Clinic materials and supplies

- Promotional or marketing items (flags or banners)
- Capital improvement

NOTE: This is NOT an all-inclusive list of allowable and non-allowable expenses.

Changes that result in a 10% or greater deviation from any budgeted line item must be pre-approved in writing by the DESE GPC. All costs must be budgeted in the grant recipients approved application to be eligible to be charged to the grant. Only costs included in the approved budget will be reimbursed.

Program Inventory

All programs will maintain on-going inventory report forms to be submitted to the DESE annually. Forms will be provided after awards are announced. The inventory form should include all non-consumable items purchased with state SBHC grant funds. These non-consumable products include items that will last the life of the program and beyond.

Each item included on the program inventory must be permanently marked indicating the item was purchased by the SBHC grant unless marking would significantly impair the item. This is necessary to establish identity and ownership by the grantee.

APPLICATION FORMATTING GUIDELINES

- Complete and label each heading section within the application narrative.
- Follow RFA outline.
- Complete the Table of Contents, including each component name and the appendices information.
- Limit the application narrative to ten (10) pages. Narratives exceeding 10 pages will result in point deduction. Single spacing is acceptable.
- The Applicant Information Form should be the first page presented on the application submission. All identification information should be visible.
- Number all pages, except the Application Information Form & Table of Contents page.
- Type the narrative using an 11-point Calibri font.
- Type the narrative using 1” margins.

SBHC PROGRAM STATE CONTACTS

Grant Administrator

Jerri Clark, Director
Jerri.Clark@ade.arkansas.gov
 501-683-3604

Medicaid Advisor

Dana Bennett, RN
Dana.Bennett@ade.arkansas.gov
 479-495-1469

School-Based Health Advisor

Amy Davidson, RN
Amy.Davidson@arkansas.gov
 501-683-6639

School Nurse Consultant

Cheria McDonald, BSN, RN, NCSN
Cheria.McDonald@ade.arkansas.gov
 501-683-3586

School-Based Mental Health Advisor

Beth Mathys, M.Ed.
Beth.Mathys@ade.arkansas.gov
 501-682-5727

COMPLETED GRANT APPLICATION PACKETS MUST INCLUDE THE FOLLOWING:

Section I: APPLICANT INFORMATION FORM

- Table of Contents

Section II: PROGRAM DESCRIPTION

- Component A. Statement of Need
- Component B. Program Summary
- Component C. Location of Services
- Component D: Partnership & Stakeholders

Section III: PROGRAM EVALUATION

Section IV: PROGRAM BUDGET & BUDGET NARRATIVE

- Three-Year Projected Budget
- One-Year Grant Budget and Budget Narrative

Section V: FINANCIAL MANAGEMENT SYSTEM NARRATIVE

Section VI: APPENDICES

- A. SCHOOL PROFILE
- B. LEA DEMOGRAPHICS
- C. SBHC BUILDING SKETCH & AERIAL CAMPUS MAP
- D. PARTNER PROFILE
- E. FOUR (4) LETTERS OF SUPPORT
- F. SBHC STAFF PROFILE
- G. SBHC ORGANIZATIONAL CHART
- H. SHAPE MENTAL HEALTH ASSESSMENT
- I. TERMS AND CONDITIONS AGREEMENT

SUBMISSION GUIDELINES

Districts should submit applications via email to ade.schoolhealthservices@ade.arkansas.gov . Applications should be submitted as a single PDF file attachment. The email subject line should reference the "2023-2024 SBHC Grant Application". Applications will be accepted through Friday, March 31, 2023.