



Oregon

Theodore R. Kulongoski, Governor

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MEMO

DATE: August 17, 2007

TO: Local Public Health Authorities

**FROM: Janet Matthews
SBHC Program Manager**

RE: SBHC State Program Office Planning Grant Updates

The Oregon State Legislature's recent approval of the 2007-2009 DHS budget permits further expansion of School-Based Health Centers (SBHC) across Oregon. The SBHC State Program Office (SPO) is pleased to announce the release of the 2007-2009 SBHC Request for Proposal (RFP) for Planning Phase I grant monies. These monies will be awarded to Local Public Health Authorities (LPHA) based on a competitive proposal review process conducted by the SPO. Awarded monies must be used to initiate sustainable partnerships within the community, prepare the SBHC site, develop protocols, hire staff, and purchase clinic supplies. Total of awarded monies to LPHAs with and without SBHCs will be dependent on the total number of requests to be determined by the SPO.

I. Proposal Requirements

The proposal must be submitted to the SPO through the LPHA, typically the County Health Department. Attach letters of support from the proposed medical sponsor and school principal. Letters of support from advisory board members and other community partners may also be attached. See Section V for proposal content specifics.

II. LPHA Responsibilities

- A. Engage and educate the community about SBHC and how it serves the Public Health Mission.
- B. Form SBHC Planning Committee from interested community agencies such as school district, PTA, community health agencies, local providers, hospitals, county commissioners, and local businesses.

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- C. Collaborate with planning committee to develop a plan to implement and sustain a SBHC. The SBHC must meet certification standards by Spring 2009. SBHC certification standards are available at:
<http://www.oregon.gov/DHS/ph/ah/sbhc/sbhc.shtml>
- D. Participate in Technical Assistant teleconferences with SPO and peer Grantees.
- E. Distribute SPO monies to qualified SBHCs during each phase.
 - 1.) Phase I: \$30,000 to each new SBHC.
 - 2.) Phase II: up to \$60,000 for each LPHA with new SBHCs.

III. Estimated amount and duration of Planning Phase I

SPO expects to award Planning Phase I contracts that will run from December 1, 2007 through June 30, 2008. The maximum amount of a Planning Phase I grant will be \$30,000 per eligible SBHC site. This award is designed to cover the duration of Planning Phase I, culminating in a status report to the SPO documenting the progress made in Phase I. This status report serves as an application for Planning Phase II funding.

IV. Estimated amount and duration of Planning Phase II

SPO expects to award Planning Phase II contracts that will run from July 1, 2008 through June 30, 2009. Depending on the number of SBHCs moving into Planning Phase II, each qualified LPHA will be awarded up to \$60,000. This award is designed to cover the duration of Planning Phase II, culminating in the certification of the SBHC during spring of 2009.

Once a SBHC is certified, annual awards will continue based on each biennium's legislatively adopted budget and compliance with SPO certification standards.

V. Proposal Content – maximum 10 pages – (% review process)

- A. Describe how SBHC will become part of the Public Health Care Delivery System - (20%)
- B. Identify Public Health need (access to care, health disparities, demographics). (20%)
- C. Describe current community readiness (list potential partners, attach minutes from planning committee meetings). (20%)
- D. Describe plan to meet LPHA responsibilities as described above in section II. A-D. (30%)
- E. Describe how planning funds will be used to meet the identified planning activities necessary to progress toward the opening of the SBHC. (10%)

VI. Proposal Submission Deadline and Award Process

To be considered in the SPO proposal review process, all proposals must be received by 5:00 PM on November 1, 2007.

All interested parties are invited to call in and participate in our Thursday afternoon RFP teleconferences. These teleconferences are designed to offer an open forum format designed to answer questions as they arise. Sessions will be audio-taped to evaluate the planning process. To participate from any telephone, call (888) 285-4585 and enter Participant code 124975 at 1:30 pm on the following dates:

August 30	September 6	September 20
October 4	October 18	October 25

If you have problems dialing-into the teleconference, please call Gwen Trieu at 971-673-0249 for assistance.

Please submit one copy to:

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SPO reserves the right to reject all plans submitted in response to the Request of Qualifications/Plans. All costs incurred in submitting this plan are the responsibility of the applicant and will not be reimbursed by the SPO.

SPO reserves the right to seek clarifications of each plan and the right to negotiate a final contract in the best interest of the Agency, considering cost effectiveness and the level of time and effort required for the services.