# **MHP RFA Questions**

* **Where are the RFA applications?**

Our [Minority Health Grant Program](https://www.dhs.wisconsin.gov/minority-health/grants.htm) webpage has the following links for the two RFAs: [CG RFA](https://publicnotices.wisconsin.gov/NoticeView.asp?lnid=1537533) and [PHIC RFA](https://publicnotices.wisconsin.gov/NoticeView.asp?lnid=1537544).

* **Is it okay for us to eliminate the actual guidance on some of the forms and simply include each question with our responses? This would certainly cut down on page count, which I understand is limited to 25 pages with all the attachments.**

We will take into consideration that some of our instructions/wording add to your page count, so it is ok to go over if it matches the word count of our forms.

Please DO NOT adjust the forms/attachments.

* **Does my organization need to be a “nonprofit” to apply?**

If you are applying for a PHIC grant, the statute clearly states a “nonprofit corporation.”

As for the community grants, you are not required to be a nonprofit agency. As such, you can apply for the grant, assuming that you can cover the 50% match requirement (see FAQ on posting for more information).

* **Could you provide me with a scoring guideline for this program?**

That documentation is the last attachment on the public notice [link](https://publicnotices.wisconsin.gov/NoticeView.asp?lnid=1537533).

* **The RFA notes “Grant applications should include the forms noted below and *should not exceed twenty-five (25) pages*. Responses to the narrative must be double-spaced, 8 ½” x 11”, with 1” margins on all sides and font size not less than 12 points.” The narrative guideline form provided by DHS is a fillable form but does not follow the above guidelines. Is it preferable to adapt the narrative form provided to meet the margin and font size formatting noted in the RFA, or to use the template provided in spite of the differences in margins and font sizes?**

If our template doesn’t match the specs outlined (narrative must be double-spaced, 8 ½” x 11”, with 1” margins on all sides), then please use our template and disregard the specs. When it comes to font though – please use font size not less than 12 points.

* **On Attachment B, the description for *Social connectedness and belonging* is the same as the description for *Person and community-centered health care*.**

*Social connectedness and belonging*: Systems support connections and relationships, social support, and community cohesion and belonging, including civic participation.

* **Can you please specify what it means when it says only “one grant awarded up to $50,000,” as it does on the Public Health Information Campaign grant. Does that mean per organization or only one available in total?**

We only offer one grant for PHIC and the amount will be up to $50,000.

* **Please confirm that one organization can apply for both the Minority Public Information Health and Minority Health Community grants, correct?**

Yes, an organization can apply for both grants.

* **For the Minority Health Community Grants how do you quantify a volunteer’s time to meet the budget match?**

The national average is around $30 per hour. Please note that you should track volunteer hours on a spreadsheet to show the match.

* **We do not pay employees; everyone works on either a contracted or volunteer bases. Should we still list these positions under personal?**

No, then you would not have a personnel category due to no expenses there. Also, please note that volunteer time can count towards your match.

* **Where can the slide deck and video recording of the April 11th RFA Technical webinar be found?**

The slide deck is here: [Minority Health Program Funding Opportunities (wisconsin.gov)](https://www.dhs.wisconsin.gov/minority-health/minority-health-program-grant-information-webinar-powerpoint.pdf)  
The video recording is here: [Minority Health Program 2023-24 Grant Cycle Information Session Recording](https://www.dhs.wisconsin.gov/minority-health/grants.htm)

* **Are there specific evaluation metrics we should be weaving into our plan directly from the 2023-2027 State Health Improvement Plan?**

Yes, you have to reference at least one of the [SHIPs five priority areas](https://www.dhs.wisconsin.gov/publications/p01791b-2023.pdf). This is discussed in the RFA (page 5) and in Attachment B.

* **In looking at the sample CG budget listed in the PowerPoint presentation is this an example of what a 50% match budget should look like? It’s a little confusing because the numbers don’t equal the listed total. Is this a calculation error?**

One only has to match 50% so column A – costs might be $50,000 and Column B – match only has to be at least $25,000.

* **The PowerPoint presentation budget format is different from the format used in attachment E should we also include a budget breakdown like the sample community grant listed in the presentation?**

Yes, being specific in the budget is helpful – tell us the math you did to get to the amount you need. Salary for example: Name, job title, hours worked and money per hour. Supplies – 50 notebooks at $3/each = $150. Room rentals are $50/hour, we estimate 10 hours for the grant year so $500.