HCBS Employee Scholarship Grant Program

Agenda for Webinar

• Provide overview of the Home and Community-Based Services (HCBS) Employee Scholarship Grant Program
• Review key features of grant program
• Provide overview of grant application process
• Review key elements of grant application process
HCBS Employee Scholarship Grant Program

• Overall goal: To help address HCBS workforce recruitment & retention issues

• Authorized by Minnesota Statutes Section 144.1503
  “purpose of assisting qualified provider applicants to fund employee scholarships for education in nursing and other health care fields”

• Grants awarded annually via competitive process
Qualified Provider Applicant

• Is located in Minnesota

• Primarily provides services to individuals who are 65 years of age and older in home and community-based settings

• Is one of the following licensed providers:
  o Housing with services establishment as defined in MN Statute 144D.01, subd. 4
  o Adult day care facility as defined in MN Statute 245A.02, subd. 2a
  o Home care services provider as defined in MN Statute 144A.43, subd. 3

• Offers an in-house employee scholarship and/or training program to its staff, or is in the process of developing a scholarship/training program
Parameters for Employee Scholarships

- Scholarships must be for courses or degrees directly related to caregiving roles within the HCBS field.
- Trainings must be related to caregiving and cannot be trainings required for licensure of the facility.
- Coursework or training required to maintain an employee’s current certification or licensure is ineligible.
- Scholarship recipient must be employed in a caregiving role and must work an average of at least 16 hours per week for the grantee organization while receiving the scholarship.
Eligible Courses of Study

- Directly related to the delivery of patient or client care in HCBS settings
- Nursing programs (CNA, LPN, RN, BSN)
- Occupational therapy, physical therapy, social work
Eligible Training

Client care-related trainings *above and beyond* those required for licensure of the organization

- Dementia care training
- Job-related English as a Second Language
Examples of eligible programs and trainings:

Educational Resources for Grantees and Scholarship Recipients
Eligible Expenses

All expenses must be directly related to the employee’s coursework or training and may include:

- Employee tuition
  Tuition may be paid directly to the educational institution (by grantee) or reimbursed (by grantee) to the employee upon completion of the course
- Course-related textbooks or fees
- Childcare expenses while the employee is attending classes
- Mileage reimbursement
- Training consultant fees
Ineligible Expenses

Ineligible expenses include but are not limited to:

- Administrative expenses to manage the grant
- Employee wages, fringe benefits or stipends while the employee is attending school
- Courses or training required to maintain an employee’s current certification or licensure
- Out-of-state travel or lodging
- Supplies or equipment that are not directly related to classes/coursework of scholarship recipients
- Capital improvements
Common Question about Allowable Grant Expenses:
Can grant funds be used to pay off existing student loans?

Answer: No, the funds must be used for education or training that occurs during the grant period, and no grant-funded activities can begin until a fully executed grant agreement is in place.
Important Note about Grant Awards:

Reimbursement is the method for making grant payments. Reimbursement is made to the grantee organization (not to employees, schools or training programs). A progress report is required with each reimbursement request, and proof of payment must be provided for each expense to be reimbursed.
Other Common Questions:

Frequently Asked Question about the HCBS Grant, August 2019
How to Apply for an HCBS Employee Scholarship Grant:

- Thoroughly review FY 2020 Home and Community–Based Services (HCBS) Employee Scholarship Grant RFP
- Review and complete FY 2020 Home and Community–Based Services (HCBS) Employee Scholarship Grant Forms
- Review and complete Due Diligence Form
Required Forms and Attachments:
Form 1 – Organization Eligibility Questionnaire and Employee Information
Form 2 – Application Checklist
Form 3 – Business Information and Signature
Form 4 – Client Information Summary
Form 5 – Narrative (attach up to 5 pages of narrative)
Form 6 – Budget Summary
Form 7A – Employee Tuition Budget and/or Form 8A – In-house Employee Training Budget
Form 7B – Employee Tuition Budget Explanation and/or Form 8B – In-house Employee Training Budget Explanation
Due Diligence Review and Financial Questionnaire (include attachments per instructions)
Current Financial Statement (to demonstrate solvency of organization)
Proof of Active Licensure or Registration
HCBS Employee Scholarship Grant Program

Form 5 – Narrative

Attach a narrative (five pages maximum), using the bullets provided as a guide. Narratives should be in 11 or 12-point font, double-spaced, paginated, formatted with adequate margins and no longer than five (5) pages.
A. Please describe the applicant organization/facility, its clients and its staff

- Describe your organization’s history, location, service area and any partnerships.
- Describe the clients served, including their age range and other demographics, as well as any unique characteristics or circumstances.
- Describe your organization’s staffing and administrative structure.
- Describe your organization’s caregiving staff and any concerns regarding retention and turnover.
B. Please describe the need for an employee scholarship program

- Describe the educational or training needs of your organization’s caregiving staff.
- What need(s) does/will a scholarship program address?
- Describe any characteristics of the organization’s caregiving staff and/or clientele that demonstrate a need for a scholarship program.
- Describe any business circumstances that demonstrate the need for a scholarship program.
C. Please describe your proposed scholarship program

• Does your organization currently offer a scholarship program? If so, please describe existing program and how grant funds would be utilized (i.e., will grant support current scholarship program or new/different scholarship program?).

• Has your organization received previous funding from the HCBS Employee Scholarship Grant Program? If so, please indicate year(s) and amount(s) of grant award(s). Please highlight any successes and describe how new funding would be utilized. Describe any changes you propose to an existing program.

• If you are proposing a new scholarship program, please describe your organization’s capacity or experience to develop and administer such a program.

• For the proposed scholarship program, please describe the process for selecting recipients. How will the organization determine which employees are eligible? How will eligible employees learn about scholarship opportunities? What are the selection criteria for scholarship recipients?
• Please describe the degree/diploma/licensure programs and/or trainings your proposed scholarships will fund. If specific courses of study and/or trainings are known, please identify; otherwise, provide examples of programs/trainings that your employees might pursue. If scholarships will be utilized for specific educational institutions, programs, or trainers, please identify and explain why they have been selected.

• What are the degrees, certificates or credentials you expect employees to obtain through scholarships?

• How will the courses of study/training funded by scholarships help your organization recruit and retain employees?

• How will the courses of study/training improve care for the clients served by your organization?

• How will the scholarship program contribute to a well-trained HCBS workforce in Minnesota?

• Do you have other sources of funding for proposed scholarships? If so, please explain briefly.
## Form 6 – Budget Summary (for 2-year period)

<table>
<thead>
<tr>
<th>Categories</th>
<th>HCBS Employee Scholarship Grant Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Tuition Scholarships* (provide additional information in FORMs 7A and 7B)</td>
<td>$40,000</td>
</tr>
<tr>
<td>In-house Employee Training Scholarships** (provide additional information in FORMs 8A and 8B)</td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td><strong>$50,000</strong></td>
</tr>
</tbody>
</table>
Form 6 – Budget Summary

*Employee tuition scholarships* pay for eligible costs associated with courses and trainings that individual employees take at an educational institution, and could also include costs for attending conferences. Employees’ salaries, fringes or stipends while attending school or conferences are not allowable expenses for the HCBS Employee Scholarship grant funds.

**In-house employee training** means contracting with a trainer to train a group of employees.
### Form 7A – Employee Tuition Budget (for 2-year period)

<table>
<thead>
<tr>
<th>Scholarship title</th>
<th>Name of educational institution or course provider</th>
<th>Number of recipients</th>
<th>Cost per recipient</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Certified Nursing Assistant (CNA)</td>
<td>Rasmussen College (or institution with similar program)</td>
<td>6</td>
<td>$2,100</td>
<td>$12,600</td>
</tr>
<tr>
<td>2. License Practical Nurse (LPN)</td>
<td>St. Cloud Technical and Community College (or institution with similar program)</td>
<td>3</td>
<td>$4,855</td>
<td>$14,565</td>
</tr>
<tr>
<td>3. Trained Medication Aide (TMA)</td>
<td>Pine Technical and Community College (or institution with similar program)</td>
<td>1</td>
<td>$2,910</td>
<td>$2,910</td>
</tr>
<tr>
<td>4. Bachelor of Social Work</td>
<td>St. Cloud State University (or institution with similar program)</td>
<td>1</td>
<td>$9,925</td>
<td>$9,925</td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td></td>
<td>11</td>
<td></td>
<td><strong>$40,000</strong></td>
</tr>
</tbody>
</table>
HCBS Employee Scholarship Grant Program

Form 7B – Employee Tuition Budget Explanation

1. Certified Nursing Assistant (CNA)

6 employees will receive $2,100 each to obtain their CNA credentials. The breakdown of costs for each recipient will be as follows:
   - Tuition: $1,500
   - Textbooks, school fees, childcare, mileage: $600
   TOTAL FOR EACH RECIPIENT: $2,100

2. Licensed Practical Nurse (LPN)

3 employees will receive a $4,855 scholarship each to obtain their LPN degree at St. Cloud Technical and Community College. The breakdown of costs will be as follows:
   - Tuition: $3,500
   - Textbooks, school fees, childcare, mileage: $1,355
   TOTAL FOR EACH RECIPIENT: $4,855
## HCBS Employee Scholarship Grant Program

### Form 8A – In-house Employee Training Budget (for 2-year period)

<table>
<thead>
<tr>
<th>Title of training</th>
<th>Training provider (name of person or institution coming in to provide training)</th>
<th>Estimated number of employees attending training</th>
<th>Number of training sessions</th>
<th>Cost per training session</th>
<th>Cost per training type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Advanced Dementia Training</td>
<td>XYZ Trainers</td>
<td>15</td>
<td>2</td>
<td>$2,500</td>
<td>$5,000</td>
</tr>
<tr>
<td>2. Wound Care Training</td>
<td>ABC Board of Wound Care Management</td>
<td>10</td>
<td>1</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>3. First Aid Training</td>
<td>American Red Cross</td>
<td>10</td>
<td>1</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td></td>
<td><strong>35</strong></td>
<td><strong>4</strong></td>
<td><strong>N/A</strong></td>
<td><strong>$10,000</strong></td>
</tr>
</tbody>
</table>
Form 8B – In-house Employee Training Budget Explanation

1. **Advanced Dementia Training by XYZ Trainers**

15 employees will go through two sessions of Advanced Dementia Training provided by XYZ Trainers. Each session costs $2,500. At the end of the last session, participants will be tested and will receive certificates of training completion. XYZ Trainers specializes in patient-centered dementia and Alzheimer’s education for service providers of the elderly population. The website of XYZ Trainers is ___________, and their training website is ___________.

2. **Wound Care Training by a trainer from the ABC Board of Wound Care Management**

10 employees will attend Wound Care Training in a 3-hour session. Training will involve simulation exercises, and each participant will receive a certificate of training completion. A quote of $3,000 for the training session has been obtained from ABC Board of Wound Care Management.

3. **First Aid Training by American Red Cross**

10 employees will participate in a basic first aid training provided by the local American Red Cross chapter. The cost of the 2-hour training is $2,000.
Review Process:

Funding will be allocated through a competitive process with review by stakeholders with knowledge of the HCBS field. The review committee will evaluate all eligible and complete applications received by the deadline.
Selection Criteria and Weight:

The review committee will be reviewing 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.
Selection Criteria and Weight:

- Demonstrated ability of the applicant to administer a scholarship program – 20 points
  Does the application demonstrate that the organization has the capacity or experience to administer a scholarship and/or training program for its employees? Does the application adequately define the process by which scholarships will be made available and recipients selected?

- Demonstrated need for an employee scholarship program – 20 points
  Does the application identify the need for a scholarship program? Does the application include data and other information about the organization’s employees and their need for training or furthering their education? Do the organization’s clientele and/or business circumstances demonstrate the need for a scholarship program?
HCBS Employee Scholarship Grant Program

Selection Criteria and Weight:

• Applicability of courses of study/trainings – 40 points
  Will the proposed courses of study/trainings to be funded by scholarships contribute to a well-trained HCBS workforce in Minnesota?
  Will the proposed courses of study/training help recruit and retain employees in the applicant agency or the HCBS field?
  To what extent will the courses of study/training enhance employees’ skills with client care in a HCBS setting and improve care for the clients served by the organization?

• Reasonableness of the budget– 20 points
  Given the courses of study/trainings, educational institutions, duration of courses and other expense descriptions, are the dollar amounts reasonable for each individual scholarship? Are there enough details to substantiate the costs?
Deadline for submission:
Friday, September 27
4pm
**follow instructions in RFP**
Questions?