



## 2021 FQHC Subsidy Grant Program

### Program Description

Per legislation passed during the 2007 session, Minnesota Statute 145.9269 empowers the Commissioner of the Minnesota Department of Health to distribute grants to FQHCs and FQHC Look-Alikes “operating in Minnesota to continue, expand, and improve federally qualified health center services to low-income populations.” The program is administered by the Office of Rural Health and Primary Care (ORHPC).

### Funding Levels

The total funding for the Fiscal Year 2021 FQHC Subsidy Grant program is \$2,644,000.

FQHC Subsidy Grant Funding	
General Fund Appropriation	\$2,425,000
Health Care Access Fund	\$219,000
<b>Total Available FY21</b>	<b>\$2,644,000</b>

Awards to clinics are calculated using a formula that incorporates clinic and combined totals of discounted services based on UDS data (Table 9D, #13e). Only discounts provided in Minnesota are included for Health Centers that have locations outside of the state. The formula also includes a 2 percent minimum and 30 percent maximum award for clinics with less than 2 percent or more than 30 percent of total discounted services.

The formula calculation determines each award. Based on prior award calculations, most Health Centers only qualify for the minimum award, which is \$52,880 for FY21. Per the program statute, requests for higher awards cannot be granted.

### Funding Cycle

The subsidy award grant period will be January 1 to December 31, 2021.

### Payments and Invoicing

Administration of this program follows state grant policies requiring reimbursement of completed expenditures as the payment mechanism. Grantees are required to submit an invoice to ORHPC for reimbursement. Invoices must be on clinic letterhead and accompanied by documentation to support the expenditures. Supporting documentation may include vendor invoices, mileage tracking documents, internal accounting system reports, trial balances, etc. Invoices and supporting documentation may be submitted via email or mail.

Requests for reimbursement for the 2021 FQHC Subsidy grant will be accepted *no more frequently than on a quarterly basis*. However, the amount requested is not limited to a quarter of the award. For instance, a grantee that has expended the entire award amount in the first quarter may request reimbursement for the full award amount at that time and submit no other requests for reimbursement in the grant period.

## Reporting Requirements

The following reports must be submitted to ORHPC:

- A semi-annual progress report describing progress and accomplishments on measurable objectives for the period January 1 to June 30, 2021; due July 31, 2021.
- A final progress report describing accomplishments on measurable outcomes for the entire grant period January 1 to December 31, 2021; due January 1, 2022.

## Required Application Components

- Face Page (separately attached)
- The Center/Grantee Profile from the 2019 UDS report submitted to HRSA
- Patients by Zip Code Table from the 2019 UDS report
- Table 9D from the 2019 UDS report
- Health Centers providing services in other states must also submit documentation to support how much of the discounts reported in Table 9D were provided in Minnesota facilities.
- Grant Project Description (see details below)

## Grant Project Description

Provide a brief project description with activities intended to be supported by grant funds that will “continue, expand, and improve federally qualified health center services to low-income populations”. The project description must include activities and measurable objectives to be reported on in the semi-annual and final progress report.

## Grant Project Budgets

Budget forms and narratives will be requested after awards are calculated. Subsidy awards cannot be calculated until UDS data from all the clinics has been received by ORHPC. Please note, as a *grant* program, funds may be used for general operations but must be tied to actual expenditures for which the grantee is able to submit supporting documentation. Uncompensated care does not constitute an expenditure.

## Application Deadline

Applications are due **October 15, 2020**. Applications should be submitted to Laura Sutter at [laura.sutter@state.mn.us](mailto:laura.sutter@state.mn.us) or by postal or courier delivery:

Postal address:

Minnesota Department of Health  
Office of Rural Health & Primary Care  
P.O. Box 64882  
St. Paul, MN 55164-0882

Courier/Hand-Delivery:

Minnesota Department of Health  
Office of Rural Health & Primary Care  
85 E 7<sup>th</sup> Place, Suite 220  
St. Paul, MN 55101