

STATE PRIMARY CARE GRANT PROGRAM

## Primary Care Grant Application and Instructions For Referral Agencies

**Before you begin, please be sure you have thoroughly read through the Guidance.**

**Only one application will be accepted per Agency.**

A COMPLETE ORIGINAL APPLICATION must be submitted by **April 4, 2016 at 5:00 p.m. MST**, to the Office of Primary Care and Rural Health.

The Application must be submitted by email to [opcrh@utah.gov](mailto:opcrh@utah.gov). **(Hand delivered, faxed and mailed copies will NOT be accepted):**

Applications that are incomplete, submitted after the deadline, or requesting more funding than they are eligible to request may be delayed or denied review. Referral Networks may be eligible for an award of \$25,000.

The UDOH will review and assure applicant agency/organization meets the criteria of a Referral Network.

Funding from the State Primary Care Grant Program CANNOT be used to supplant other existing funding sources. This means that the number of encounters or visits funded by the State Primary Care Grant Program should be over and above the number of encounters or visits covered by other funding sources available to the Applicant Agency. State Primary Care Grant Program funding CAN ONLY BE USED to provide referral services to legal residents of the State of Utah.

**Public Entities and Community Based Organizations are eligible for funding**  
(Section 26-10b-101(2), UCA).

"Encounter" means a face-to-face contact between an eligible individual and the awarded Agency's health care provider who exercises independent judgment in the provision of primary care services to the eligible individual and where the services provided under the Project are rendered and recorded in the eligible individual's record.

"Clients" are defined as Eligible Individuals, and means any person, or member of a family, served by the Awarded agency and receives at least one face-to-face encounter.

"Eligible Individual" is defined as is: low income, without health insurance including CHIP and Medicaid, or without health insurance that covers primary health care services, or without health insurance that covers a particular primary health care service; has not received primary health care services on an uncompensated basis in the last 24 months; and is a resident of the State of Utah.

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**ATTACHMENTS FOUND ON WEBSITE**

ATTACHMENT A **Determination of 200% of Poverty Table**

ATTACHMENT B **Utah Code Annotated, 26-10b**

ATTACHMENT C **Utah Administrative Code, R434-30**

ATTACHMENT D **Definitions Used for the State Primary Care Grant Program**

ATTACHMENT F **State Primary Care Grant Program Reviewer Score Sheet and Criteria – Referral Networks ONLY** *(Please be aware that this criteria may be changed or modified at any time)*

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# Application Instructions Checklist for Referral Agencies

### CHECKLIST FOR SUBMITTAL

The electronic Application must be submitted in the following order in ONE .PDF file:

**Please note: A cover letter is NOT necessary.**

- Agency Identification Information, completed.
- Project Budget Summary Information Sheet, completed
- Project Projections forms, completed.
- Project Services to be Provided list, completed
- Project Application *Narrative Questions*, Project Applications that fail to adequately answer ALL questions will NOT be considered for review. Responses to the Project Application *Narrative Questions* should be NO MORE than four (4) pages total with one inch margins. The font should NOT be smaller than 10-point. Lines should be double-spaced. Each narrative question must be answered in the order presented. Each page should be numbered and have the name of the Project and Applicant Agency within the top one inch margin.
- Detailed explanation of how case management is performed and followed to ensure compliance by the individual receiving the referral. Included in this, explain how many clients are seen annually, referred, and how many additional clients you are projected to see with additional funding. This information needs to be included with question 1 of the Project Application Narrative Questions.
- Agencies must:
  - Document the number of referral contracts they have with health care providers, and what types of referrals are made.
  - Include a list of all agency staff.
  - Provide a budget for their agency.
  - Provide the number of clients referred that reside below 100% of the Federal Poverty Level Guidelines.
  - Provide the number of clients referred that reside below 200% of the Federal Poverty Level Guidelines.
  - Provide the number of clients referred by their race/ethnicity.
  - Provide the identification (name) of the medical home each referred client currently belongs to, or will be placed in.
- Agency Balance Sheet; a one (1) page balance sheet is all that is needed. Also include past funding to prove stability.
- Agency Proof of Non-Profit Status. **ALL NON-PROFIT** agencies must supply a copy of proof of non-profit status. Proof of non-profit status can include, but is not limited to, correspondence from the Internal Revenue Service determining your exemption from federal income tax under section 501 (a) of the Internal Revenue Code as an organization described in section 501 (c) (3).
- Taxpayer Identification Number. **ALL** Applicant Agencies **MUST** supply a currently dated and completed W-9 form, "Request for Taxpayer Identification Number and Certification." The form is available from the Internal Revenue Service (IRS) web site at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.
- Grantee Assurances. **ALL** Applicant Agencies **MUST** supply a currently dated and completed "Grantee Assurances for Subgrantees to the Utah Department of Health." The form is available from our web site at: [http://health.utah.gov/primarycare/pdf/State\\_Primary\\_Care\\_Grants\\_Program/2014-2015/Grantee%20Assurances.pdf](http://health.utah.gov/primarycare/pdf/State_Primary_Care_Grants_Program/2014-2015/Grantee%20Assurances.pdf).

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Checklist for Nonprofit Entity Grant Contracts\*

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- Did you receive more than 50% of your funds from federal, state, and local government entities in your previous fiscal year?
Do you anticipate receiving more than 50% of your funds from federal, state, and local government entities in the fiscal year in which the grant for which you have applied will be issued?
Did you receive more than \$500,000 from state entities in the previous fiscal year?
Do you anticipate receiving more than \$500,000 from state entities in the fiscal year in which the grant for which you have applied will be issued?
Do you acknowledge that the state auditor will be notified if you have answered Yes to any of the preceding four questions?
Do you agree to comply with the requirements of Utah Code Title 63J, Chapter 9, Nonprofit Entity Receipt of State Money Act?
Do you acknowledge and agree that you may be required to return to the state any money that is expended in violation of the Nonprofit Entity Receipt of State Money Act?
Do you agree to provide an annual report detailing the expenditure of state grant funds you receive?
Do you certify that you have, at the time of receipt of state grant money, adopted bylaws (as "bylaws" are defined in Section 63J-9-102) that provide for the financial oversight of state money and compliance with state laws related to state money?
Do you certify that you have, at the time of receipt of state grant money, procedures for the governing board of the nonprofit entity to designate an administrator who manages state money, and procedures for the governing board to dismiss the administrator who manages state money?

What is the name and contact information (address, phone number, and email) of nonprofit administrator who manages state money? \_\_\_\_\_

\* Required by 2014 House Bill 283. Depending on the amount of government funding received by nonprofit organizations from various sources, they may be audited by the State Auditor.

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# Project Application Narrative Questions

The responses to the items listed below for the Project Application should be NO MORE than four (4) pages total with one inch margins. The font should NOT be smaller than 10-point. Lines should be double-spaced. The count of the four (4) pages total *does not include* the required forms that must be included with the Project Application (see Application Instructions Checklist). Each narrative question must be answered in the order presented. Each page should be numbered and have the name of the Project and the name of the Agency applying for funding. Please be concise and succinct with your responses. Note that the Project budget narrative (described on the following page) does not count towards your four page total. Project Applications that are submitted after the deadline may be delayed or denied review.

### **Each question must be answered and numbered in the following order:**

1. **SUMMARY PARAGRAPH DESCRIBING THE PARENT AGENCY.** Briefly describe the parent agency of the Project. Paragraph should include: Agency mission, goals, and objectives; how the Agency is managed (county owned, managed by a board or commission, etc.); length of time Agency has been established (been in business); and populations served by Agency. *This section is for Agency information, not Project information.* Also include information about the governing board members: names, contact information, and work history.

### **The following questions must be answered for the Project, not for the parent agency.**

2. **PROJECT TARGET POPULATION(S):** Briefly describe the medically underserved population(s) that the Project objective(s) will serve **and** include an assessment of need for this population.
3. **PROJECT OBJECTIVES:** Provide specific, measurable objective(s), as well as activities, outcomes, and measures for each Project objective. Please assure to describe the Project objectives that you are requesting funding for, **not** the objectives of your entire Agency. Be sure that this includes client placement into medical homes.
4. **PROJECT EVALUATION/QUALITY REVIEW:** Provide a brief description of the evaluation/quality review program that your Agency will use for the Project objective(s). Evaluation/quality review programs, may include but are not limited to, the capacity to examine topics such as patient satisfaction and access; quality of clinical care; quality of the work force and work environment; cost and productivity; and health status outcomes.
5. **PROJECT INNOVATION:** Provide a description of innovative aspects that your Agency will use to complete the Project objectives(s). Innovative aspects may include, but are not limited to: creating value out of new or different ideas, new products, new services, or new ways of doing things. These innovative aspects are determined based on whether they are new or different, efficient, and have significant benefit to the community and the underserved populations served by the Project.
6. **PROJECT COLLABORATION:** Provide information about any existing or future partnerships, collaborative efforts, use of volunteers, or other resources that your Agency will use to complete the Project objective(s). Provide a list of agencies/clinics used for referrals.
7. **PROJECT SUSTAINABILITY OF FUNDING:** Provide a plan of financing for the target population(s), *if State Primary Care Grant Program funding were no longer available.* Also provide evidence of

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"Other Sources of Funding" for the primary care services provided by your Project (e.g., funding from the Utah Department of Health, Cardiovascular Program, for blood pressure screening).

8. **PROJECT BUDGET NARRATIVE:** *State Primary Care Grant Program* applications will not be considered if the Applicant Agency applies for more funding than they are eligible to apply for.

Please provide a brief Project budget narrative. The Project budget narrative must explain each Line Item Category of the Project budget (see the Project Summary Sheet on the following page). Briefly describe the personnel who will oversee and/or complete Project activities. Explain other sources of funding included in the Project budget, such as grants, third party payments (e.g., CHIP, Medicaid, Medicare, PCN, other public health care coverage, private insurance), donations, etc.

Referral Networks may be eligible for an award of \$25,000.

Project budgets for Referral Network applicants may only include costs for administering the referrals (e.g., personnel costs, salaries and benefits, office space, and general office supplies), **NOT** the cost of the actual care for the client.

The State Primary Care Grant Program (SPCGP) does **NOT** cover the costs of a voucher system for referrals, and does not cover the reimbursement of voucher costs.

Please be aware that Travel costs **will not** be covered by State Primary Care Grant Program funding.

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## Agency Identification Information

IDENTIFYING INFORMATION	
Title of Project: <i>(Please provide descriptive title)</i>	
Name of Agency/Organization:	
Contact Name <b><i>and</i></b> Title:	
Mailing Address:	
Street Address (if different than mailing address):	
City, State, Zip:	
Telephone:	Fax:
Email Address:	Tax ID Number:
Please provide the Name <b><i>and</i></b> Title of the Individual that would sign your Grant Agreement:	

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# Project Budget Summary Information Sheet

Name of Applicant Agency \_\_\_\_\_

Name of Project \_\_\_\_\_

PROJECT BUDGET SUMMARY INFORMATION		
Dollar amount requested for project: \$		
<b>PROJECT EXPECTS TO SERVE:</b>	Number of Project "Clients" <sup>2</sup> : _____	Total Number of Project "Encounters" <sup>1</sup> : _____
	The number of medically underserved individuals the program project expects to serve.	The <u>total</u> number of "encounters" that the project expects to provide.
The precise boundaries of the area to be served by the project [you <b><i>MUST</i></b> specify the city(s) and/or county(ies)]. <b><i>Answer Required:</i></b>		

PROJECT BUDGET SUMMARY INFORMATION			
Line Item Category	Column A	Column B	Column C Column A + Column B = Column C
	Project Requested Funding	Other Sources of Project Funding	Total Project Funding
Salary & Fringe Benefits	\$	\$	\$
Travel	\$ NA	\$	\$
Equipment	\$ NA	\$	\$
Supplies	\$	\$	\$
Contractual	\$ NA	\$	\$
Total Costs	\$	\$	\$

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**Project Service Referrals to be Provided**

<b>Project Service Referrals To Be Provided</b>		
In Column A, please check (✓) all corresponding referral types that the Project expects to provide to eligible individuals.		
<b>SERVICE TYPE</b>		<b>COLUMN A</b>
Primary Medical Care Service Referrals	General Primary Medical Care	
	Diagnostic Laboratory	
	Diagnostic X-ray	
	Diagnostic Tests/Screens/Analysis	
	Family Planning	
	Following Hospitalized Patients	
	HIV Testing	
	Immunizations	
	Mammography	
	Tuberculosis Therapy	
	Urgent Medical Care	
	24 Hour Coverage	
OB/GYN Care Referrals	Gynecologic Care	
	Pap Smear	
	Obstetric Care	
	Prenatal Care	
	Labor and Delivery Professional Care	
	Postpartum Care	
Dental Service Referrals	Preventive	
	Restorative	
	Emergency	
Mental Health Service Referrals (out-patient services only)	Mental Health Treatment/Counseling	
	Developmental Screening	
	24 Hour Crisis Intervention/Counseling	
	Other Mental Health Services	
	Substance Abuse Treatment/Counseling	
	Other Substance Abuse Services	
Other Professional Service Referrals	Hearing Screening	
	Nutrition Services Other than WIC (Women, Infants, and Children Supplemental Nutrition Program)	
	Occupational/Vocational Therapy	
	Physical Therapy	



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# Project Projections

Name of Applicant Agency \_\_\_\_\_

Name of Project \_\_\_\_\_

**1. Expected “Encounter” <sup>1</sup> information**

<b>BASELINE DATA FOR YOUR AGENCY</b>	<b>PROJECT</b>	
<b>Agency-wide data, NOT Project data</b>	<b>Expected Project Encounters <sup>1</sup></b>	
Total number of encounters <sup>1</sup> for your Agency’s most recent fiscal year	Total number of expected project client encounters <sup>1</sup>	
	New client encounters (first time visits)	Follow-up encounters (additional visits)

*Please use best estimates (projections) of “clients” expected to be served by your project.*

**2. Expected project “Clients” <sup>2</sup> by age:**

<b>Age Groups</b>	<b>Number of Project “Clients” <sup>2</sup></b>
0 – 19	
20 – 64	
65 and over	
<b>Total Project “Clients” <sup>2</sup></b>	

**3. Expected project “Clients” <sup>2</sup> by income level:**

<b>Percent of Poverty Level</b>	<b>Number of Project “Clients” <sup>2</sup></b>
100% and below	
101 - 200%	
Above 200%	
Unreported/unknown	
<b>Total Project “Clients” <sup>2</sup></b>	

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# Project Projections

Name of Applicant Agency \_\_\_\_\_

Name of Project \_\_\_\_\_

4. Expected total project "Clients" <sup>2</sup> by insurance status:

<b>Number of Project "Clients" <sup>2</sup> Uninsured</b>	<b>Number of Project "Clients" <sup>2</sup> Underinsured</b>

5. Expected project "Clients" <sup>2</sup> by members of race/ethnicity who suffer health care disparities (see "Definitions" of underinsured and uninsured):

<b>Race/Ethnicity</b>	<b>Number of Project "Clients" <sup>2</sup></b>
American Indian or Alaska Native	
Black or African American	
Native Hawaiian or Other Pacific Islander	
Hispanic or Latino	
<b>Total Project "Clients" <sup>2</sup> by Race/Ethnicity</b>	

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**PLEASE BE AWARE THAT YOU MUST COMPLETE AND  
RETURN A GRANTEE ASSURANCES FORM FOR  
SUBGRANTEES TO THE UTAH DEPARTMENT OF HEALTH**

Rev. 9/16/09  
Doc # 99-002 Assur.Grts.

The form is located at:

[http://health.utah.gov/primarycare/pdf/State\\_Primary\\_Care\\_Grants\\_Program/2014-2015/Grantee%20Assurances.pdf](http://health.utah.gov/primarycare/pdf/State_Primary_Care_Grants_Program/2014-2015/Grantee%20Assurances.pdf)

**PLEASE BE AWARE THAT YOU MUST COMPLETE AND  
RETURN A DEPARTMENT OF THE TREASURY INTERNAL  
REVENUE SERVICE REQUEST FOR TAXPAYER  
IDENTIFICATION NUMBER & CERTIFICATION**

Form W-9  
(Rev. August 2013)

The form is located at:

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>