The Office of Primary Care and Rural Health (OPCRH), Utah Department of Health, invites agencies to submit an application for the State Primary Care Grant Program (SPCGP). This annual, competitive program awards funds to agencies that provide primary care services to medically underserved populations in Utah.

Purpose

The State Primary Care Grant Program (SPCGP) supports access to health care by assisting healthcare agencies with their costs in providing basic and general health care services to medically underserved and uninsured populations.

Background

The State Primary Care Grant Programs were divided into SPCGP I and SPCGP II until June 30, 2017. Starting the 2017-2018 grant cycle (July 1, 2017- June 30, 2018) there will be one (1) grant program. The Office of Primary Care and Rural Health will not accept more than one application per agency. All applications are competitive, regardless of any prior SPCGP grants awarded.

General Instructions

Instructions and requirements for new applicants are the same as those with existing projects (SPCGP I and II). Agencies will submit one (1) application for the amount up to $100,000. Agencies that have previously submitted more than one application may choose to 1) propose a single project or 2) combine multiple projects into a single application. Applicants with multiple projects must answer all questions and complete the application checklist for each project. Each project within the application should include up to six (6) pages in the Narrative Section, a Project Budget Summary Information Sheet (Table 1), a Project Services to be Provided List (Table 2), and a Project Projections (Table 3) sheet.

The application package is located on the OPCRH website (http://health.utah.gov/primarycare/?p=prgSpcgand) and is divided into the following parts:

- 2017-2018 Grant Announcement Letter
- 2017-2018 SPCGP Guidance
- 2017-2018 Application and Instructions for Primary Health Care Provider Agencies
Health care providers with expertise related to the proposed activities will review applications. The applications are scored using Attachment D (2017 SPCGP Application Reviewer Score Sheet and Criteria). Scores are based on the quality and clarity of answers to Questions 1-8 of the narrative section, Tables 1-3, and OPCRH program polices.

OPCRH policy states agencies awarded funding under the State Primary Care Grant Program:

° **Must** ensure that continuity of services is maintained for the full duration of the grant period,

° **Must** use awarded funding to provide primary health care services for the full duration of the grant period,

° **Must** assure that funding used for primary health care services are provided **ONLY** to legal residents of the State of Utah.

**Funding and Award Limitations**

1. Funding from the SPCGP **cannot** be used for research.

2. Funding from the SPCGP **cannot** be used specifically for health education or education classes. Health education is covered at the time of the primary medical care, dental, and mental health client visits only.

3. The SPCGP does **not** cover inpatient substance abuse treatment.

4. Funding from the SPCGP **cannot** be used for staff travel or transportation costs. Travel expenditures **may** be granted to mobile clinics with a reasonable justification and explanation of costs.
5. Funding from the SPCGP can only be used for legal residents of Utah. A legal resident of Utah is defined as someone who:

   a. Is domiciled in Utah for the entire year, even if temporarily outside of Utah for an extended period of time
   b. Domiciled in Utah for any period of time during the taxable year
   c. Maintained a place of abode in Utah and spent 183 or more days of the taxable year in Utah.
   d. This does not apply to military personnel or their spouses who are in Utah on military assignment.

6. Funding from the SPCGP cannot be used to purchase equipment.

7. Any pharmaceutical costs are considered part of the charge per encounter.

Existing State Primary Care Grant Program Awarded Projects

Regardless of prior awards, applicants are allowed one application. If applicants are applying for funding to continue an existing project, they will need to detail how the project goals, objectives, and activities will be enhanced or expanded, the requirements met, and how they will enhance the project with the additional funding.

Agencies that have received a previous award can apply for a new project and are eligible to receive up to $100,000 from the State Primary Care Grant Programs for all new and/or existing projects. The application checklist including all required documents and the proposal must be fully completed and sent electronically via email to the Office of Primary Care and Rural Health at opcrh@utah.gov.

New Applicants

Agencies are allowed one application. All applicants are eligible to receive up to $100,000. OPCRH invites new applicants to apply for a project that addresses primary medical care, dental care or mental health services within their community as defined in the boundaries of their application. The application checklist including all required documents and the proposal must be fully completed and sent electronically via email to the Office of Primary Care and Rural Health at opcrh@utah.gov.
Applicants can have more than one project proposal within their application, or define multiple objectives within one project, but the maximum award amount for the agency is $100,000. We encourage applicants with the capability of providing comprehensive services for primary medical care, mental health and/or dental care services to do so within the scope of their application.

Eligibility

All public entities, community-based organizations, and private entities including for-profit and nonprofit as defined on Utah Code 26-10b are eligible. Each applicant is allowed one grant application.

Application Narrative

Applicants may use up to four (4) pages to respond to Questions 1 through 7, and up to two (2) pages to respond to Question 8.

For Question 2, please describe the population you will serve with SPCGP funds, using data from your needs assessment to justify that the population is medically underserved.

For Question 3, please use the following SMART criteria to guide you in setting your project objectives.

<table>
<thead>
<tr>
<th>S</th>
<th>Specific- What exactly are we going to do, and for whom?</th>
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<tbody>
<tr>
<td>M</td>
<td>Measurable- Is it quantifiable, and can we measure it?</td>
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<tr>
<td>A</td>
<td>Attainable- Can we get it done in the proposed time frame with the resources and support available to us?</td>
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<tr>
<td>R</td>
<td>Realistic- Will this objective have an effect on the desired goal/strategy?</td>
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<tr>
<td>T</td>
<td>Time Bound- By when will this objective be accomplished?</td>
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For Question 8 (the Detailed Budget Justification), please explain the amounts requested for each line item. The justification must contain sufficient detail to enable the Office of Primary Care and Rural Health to determine if costs are allowable and reasonable. Detailed Budget Justifications that are not sufficient will result in a reduction of scores, a delay, or termination of application processing.

Application Tables

The State Primary Care Grant Program covers both primary health care services and preventive health services. Clinical preventive services include, but are not limited to, routine disease screening, scheduled immunizations/vaccinations, counseling, or other preventive services delivered to a client by a healthcare practitioner in an office, clinic, or healthcare system.

For the Project Services to be Provided Checklist, enabling services cannot be the only services you provide. You must provide primary medical care services, OB/GYN care, dental services, mental health services, or other professional services in addition to enabling services to be considered eligible. If you only provide enabling services, your application will be denied.

It is required of all applicants that a system is in place for tracking clients of the SPCGP funding. SPCGP funding is to be placed in a “specified” account so that funds are drawn down for the SPCGP patients only. SPCGP awarded agencies must already have in place a methodology for tracking SPCGP patients and encounters, which easily identifies and separates clients of the SPCGP and will be maintained throughout the funding period.

All contractual costs must be identified within the application describing the agencies involved and their agreement. If you have a contract with an agency to provide services for your project, a copy of the contract and agreement must be submitted with the application.

OPCRH recommends all applicants or potential applicants attend an orientation session for this program. Orientation session information can be found on the OPCRH website at http://health.utah.gov/primarycare/?p=prgSpcg
Application

Agencies must submit a complete, electronic application package to OPCRH by March 30, 2017, 5:00 pm MST. Applications that are incomplete, submitted after the deadline, or requesting more funding than they are eligible to request will be denied review. Applicants should pay particular attention to the quality of the narrative, and assure that the application is clear, succinct, and answers all of the points listed in the application.

The application is only to be submitted electronically to opcrh@utah.gov. OPCRH will not accept hand delivered, faxed or mailed copies.

The Office of Primary Care and Rural Health expects to announce grant awards in early May 2017. OPCRH will notify applicant agencies of award via the email address listed on the State Primary Care Grant Program application.

PLEASE REMEMBER THAT ALL INFORMATION IS AVAILABLE ON OUR WEBSITE.
IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US

If you have any questions on the application, please contact Robbin Williams at 801-273-6641, opcrh@utah.gov.