

Title 15: Mississippi State Department of Health

Part 9: Office of Health Policy and Planning

Subpart 97: Policies and Procedures Manual

Chapter 4. MQHC Grant Program Request For Proposals

Subchapter 1. Guidelines And Procedures

Rule 4.1.1. Pursuant to Section 4 of Mississippi Code § 41-99-5, the MSDH has developed a process to allow Mississippi Qualified Health Centers to apply for a grant under the MQHC Grant Program. MQHCs may apply for new funding in the first state fiscal year of each legislatively authorized program period. A Funding Continuation process will be utilized to award grants for the remaining four fiscal years of the program period.

SOURCE: Miss. Code Ann. §41-99-5

Rule 4.1.2. The MSDH has developed the following procedures and criteria for accepting grant proposals from Mississippi Qualified Health Centers and for making funding recommendations for the first state fiscal year of the legislatively authorized program period for the MQHC Grant Program.

SOURCE: Miss. Code Ann. §41-99-5

Subchapter 2. MQHC Grant Program Award Allocation for Grantees

Rule 4.2.1. The MQHC Grant Program Award Allocation will be distributed equitably among grantees, based on evaluation criteria, activities undertaken, and performance measures (the award per grantee, per state fiscal year, is limited to \$200,000). To ensure that all awarded funds will be utilized for legislatively intended purposes, centers must submit an acceptable MQHC Grant Program Proposal/Funding Continuation Application.

SOURCE: Miss. Code Ann. §41-99-5 8

Subchapter 3. MQHC Grant Program Redistribution of Awards

Rule 4.3.1. MQHC Grant Program funds allotted for a Mississippi Qualified Health Center that does not meet requirements of the program will be redistributed proportionately among the remaining grantees. The percent that the initial grant award represents of the total MQHC Grant Program Award Allocation will be applied to determine the amount of additional funds that the remaining grantees will be eligible to receive. In no case shall the maximum award amount per grantee per state fiscal year exceed ten percent (10%) of available funds per calendar year.

SOURCE: Miss. Code Ann. §41-99-5

Rule 4.3.2. When funds are available to be redistributed, the MSDH will provide written notification of the Availability of Redistributed Funds to the Executive Directors of funded centers and to the Executive Director of the Mississippi Primary Health Care Association. Grantees must submit information required by the MSDH regarding the utilization of the additional funds to the Office of Primary Care Liaison within thirty (30) calendar days of the date of the Notice of Availability of Redistributed Funds. Grantees not submitting the required information will not be eligible to receive any of the funds available for redistribution.

SOURCE: Miss. Code Ann. §41-99-5

Subchapter 4. MQHC Grant Program Request for Proposals

Rule 4.4.1. The MQHC Grant Program Request for Proposals has been designed to help centers apply for MQHC Grant Program funding. The Request for Proposals provides guidance for developing a proposal that explains all requirements.

SOURCE: Miss. Code Ann. §41-99-5

Rule 4.4.2. The Request for Proposals contains the following items:

Grant period;

Eligible applicants; Amount of funds available;

Source of funds to be awarded;

Information regarding applicable laws and regulations;

Funding objectives and areas of special emphasis or interest;

Recipient financial participation requirements, e.g. matching or cost sharing requirements;

Proposal format, including deadline date and time for receipt of proposals;

Criteria for review and evaluation and program priorities for funding; and

The number of originals and copies of the proposal to submit.

SOURCE: Miss. Code Ann. §41-99-5

Rule 4.4.3. Proposals for the MQHC Grant Program must be submitted in the manner prescribed by the MSDH. Applicants should read the RFP guidelines thoroughly and follow all directions. Applicants are encouraged to attend the MQHC Grant Program Request for Proposals Workshop. The MSDH may also be contacted for assistance.

SOURCE: Miss. Code Ann. §41-99-5

Subchapter 5. MQHC Grant Program Request for Proposals Workshop

Rule 4.5.1. The Mississippi Department of Health will conduct one Request for Proposals workshop during the last state fiscal year of the legislatively authorized program period to provide information regarding the submission and requirements of the MQHC Grant Proposal.

SOURCE: Miss. Code Ann. §41-99-5

Subchapter 6. MQHC Grant Program Proposal Submission/Review/Award Process

Rule 4.6.1. Eligible Applicants: Mississippi Qualified Health Centers are eligible to submit an application for MQHC funding to the MSDH.

SOURCE: Miss. Code Ann. §41-99-5

Rule 4.6.2. MQHC Grant Program Proposals Submission Date Proposals requesting funding under the Mississippi Qualified Health Center Grant Program are due in the MSDH, Office of Primary Care Liaison, by 5:00 p.m. on January 15th of the last state fiscal year of the current legislatively authorized program period for the MQHC Grant Program. Acceptance of proposals at this time will be in anticipation of the Mississippi Legislature re-authorizing the MQHC Grant Program.

This submission date will allow the MSDH and the MQHC Grant Program Advisory Council to complete the RFP process and should allow grantees to begin implementation of their new approved MQHC Grant projects on July 1st (which would be the first day of the first state fiscal year for the re-authorized program period).

Proposals are due by the submission deadline. The Office of Primary Care has the option to return late proposals or accept with or without penalty to the late applicant.

Acceptance of a Mississippi Qualified Health Center Grant Program proposal/application does not obligate the MSDH to award a grant to the applicant.

SOURCE: Miss. Code Ann. §41-99-5

Rule 4.6.3. Minimum Requirements for Proposals to be Considered

MQHC Grant Program Applications must meet the following minimum requirements in order to be considered:

Submission of an acceptable independent audit report for the applicant's most recent fiscal year or the most recent audit according to the United States Department of Health and Human Services, Health Resources & Services Administration (HRSA) guidelines.

Submission of the applicant's complete MQHC Grant Program Closeout Package (two copies required) for the last state fiscal year ended for which the applicant was funded.

Submission of a copy of applicant's sliding-fee schedule for payments.

Submission of the six-month progress report for last year funded.

Submission of a complete proposal in the described format indicated in the instructions.

Certification that the applicant has an adopted policy regarding non-discrimination pursuant to Section 9 of Mississippi Code § 41-99-5.

Certification that the applicant has an adopted policy regarding non-refusal of services pursuant to Mississippi Code § 41-99-1 (a) (ii).

Applicant must have no unresolved monitoring findings.

Applicants not meeting the minimum requirements for their proposals to be considered will be notified in writing and provided thirty (30) calendar days from the date of the notice to submit the required items to the MSDH, Office of Primary Care Liaison. If the required information is not received within this time frame, the proposal will not be eligible for review.

SOURCE: Miss. Code Ann. §41-99-5

Rule 4.6.4. MQHC Grant Program Proposal Review/Award Process

The MSDH may contact applicants for clarification of information presented in the proposal. The proposal review process is as follows:

The proposal will be reviewed by MSDH staff to determine if it meets the minimum requirements for consideration (including being received by the due date).

Proposals meeting minimum requirements for consideration will be reviewed and scored by two separate review committees (scoring will be based on pre-established evaluation criteria). One committee will be comprised of MSDH staff and the other comprised of the MQHC Grant Program Advisory Council. The two scores obtained from the independent reviews will be averaged for the proposal's final score. A minimum score of seventy (70) is required to be considered for funding.

The review committees will be informed of the applicants that did not meet the minimum requirements to be considered.

The Advisory Council will meet to vote on the recommendation to make to the MSDH regarding the awarding of grants to centers under the MQHC Grant Program.

The MSDH is not bound by the recommendation of the Advisory Council. When the MSDH does not follow the recommendation of the Advisory Council on the awarding of a grant, an appeal process is afforded applicants (refer to PART III, Section 3-6 (F) MQHC Grant Program Applicant Appeal Process).

If the MSDH does not accept the Advisory Council's recommendation regarding the awarding of a grant to a center under the MQHC Grant Program, the MSDH will provide a written statement to the Advisory Council detailing the reason(s) for not accepting the Advisory Council's recommendation.

Applicants will be notified in writing of the funding decision.

SOURCE: Miss. Code Ann. §41-99-5

Rule 4.6.5. MQHC Grant Program Applicant Appeal Process

This appeal process is only applicable when the MSDH does not follow the recommendation of the Advisory Council on the awarding of a grant to a center under the MQHC Grant Program. The appeal process shall proceed as follows:

The applicant must submit a written correspondence to the MSDH, Office of Primary Care Liaison (return receipt requested) indicating that the applicant would like to appeal the MSDH's decision. The correspondence must also state why the applicant believes the decision should be reconsidered. The applicant's appeal correspondence must be received in the Office of Primary Care Liaison within thirty (30) calendar days of the date of the applicant's grant denial letter.

The State Health Officer or his designee will be notified of the MQHC Grant Program applicant's request for an appeal.

The State Health Officer or his designee may meet with the Advisory Council and the applicant for discussion of the applicant's appeal request. Only the original information submitted in the proposal/application may be utilized for discussion. The State Health Officer or his designee will make a decision regarding funding. This decision shall be final.

The applicant will be notified in writing within thirty (30) calendar days of the date that the decision is made.

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