



## Request for Application

Increasing Access to Health Care Services for  
Medically Underserved Minority Populations through  
Mobile Health Care

Fiscal Year 2014

Illinois Department of Public Health  
Center for Minority Health Services  
535 West Jefferson, 5<sup>th</sup> Floor  
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**Applications due date is Friday, May 31, 2013**

A technical assistance conference call will be held on Tuesday, May 14, 2013, at 3:00 p.m. for interested parties. To access the call dial 1-888-494-4032; access code 4652155156.

**All instructions must be followed as stated and all sections must be completed.**

## Program Summary

Title:	Increasing Access to Health Care Services for Medically Underserved Minority Populations through Mobile Health Care
Issued By:	Illinois Department of Public Health Center for Minority Health Services
Application Processing:	<p>One signed original and one photocopy of application to include budget forms and a signed W-9 must be mailed or hand delivered to the following address no later than <b>Friday, May 31, 2013, at 3:00 p.m.</b> Faxed or electronic copies will not be accepted. Any applications received after this date, or not including the required number of copies, completed budget, and signed W-9, will not be reviewed. It shall not be sufficient to show that the application was mailed or hand-delivery was commenced before the scheduled closing time for receipt of applications.</p> <p>Illinois Department of Public Health Center for Minority Health Services 535 W. Jefferson, 5<sup>th</sup> Floor Springfield, Illinois 62761 Attention: Doris Turner</p>
Eligible Applicants:	<p>Eligible applicants include, but are not limited to, community-based organizations, non-profits, private associations, faith-based organizations, voluntary organizations, organizations serving youth, organizations serving ethnic populations, schools/school districts, local health departments, and collaborative of government and community-based organizations.</p> <p><b>Only organizations based in Illinois are eligible to compete for these funds.</b></p>
Funding Source:	Illinois General Revenue Funds
Funding Amount:	Grant Awards To Be Determined
Funding Period:	July 1, 2013 through June 30, 2014

## **Background**

The overall health of Illinois' citizens continues to improve. Many people are living longer and enjoying their later years with fewer infirmities and disabilities. While this is encouraging, communities of color continue to have higher rates of disease and experience lower life expectancy and premature mortality than other communities. These disparities in health status and outcomes have serious repercussions for those suffering disproportionately from disease and disability. They also have a negative impact on the overall rates in the general population. To improve the health status of the overall population, the mortality and morbidity rates for communities of color must be addressed. More significantly, the inequities and barriers that exist in access to care must be removed.

Illinois is a large and diverse state, and minorities living in downstate urban and rural areas often lack access to health care through traditional prevention programs. To address this barrier to care, the Center for Minority Health Services developed the Wellness on Wheels Initiative. This initiative allows culturally competent and linguistically appropriate services to be offered where, and when clients need them, and immediate adjustments can be made to the outreach plan based on input from clients, disease outbreaks, and special community events.

There are currently four (4) Wellness on Wheels mobile units in operation. While the mobiles are housed in Champaign, Grand Chain, Joliet, and Springfield they provide services on a statewide basis. Each air conditioned unit has two intake areas; a small waiting area; a large examination room equipped with an exam table, hot and cold running water, storage space, small refrigerator; electrical outlets, and a handicap accessible bathroom.

## **Purpose**

The Illinois Department of Public Health Center for Minority Health Services is requesting proposals from health care providers that can provide preventative health screenings in an innovative and culturally and linguistically appropriate manner throughout the medically underserved areas of Illinois. The services will be provided in an environment that is non-threatening, targeted, culturally and linguistically appropriate, reality based, and tailored to ensure relevance to the circumstances and conditions of the target population through a partnership with the Wellness on Wheels Initiative and the Wellness on Whells mobile units. Successful applicants will have demonstrated their capacity and experience in the delivery of health care services within this specific mobile healthcare environment.

The overarching goals of the Increasing Access to Health Care Services for Medically Underserved Minority Populations through Mobile Health Care Initiative are to:

- Increase the number and type of targeted preventative health care screenings received by Illinois' underserved minority populations through the Wellness on Wheels Initiative.
- Increase targeted and culturally and linguistically competent outreach and education efforts throughout Illinois' underserved minority populations through the Wellness on Wheels Initiative.

- Remove barriers that prevent access to preventative health care screenings.

### **Grantee Requirements**

1. Grantee and/or key staff members must be licensed and certified to provide clinical services and are currently working under proper standing medical orders and supervision as assigned through the state of Illinois Department of Financial and Professional Regulations and provide documentation.
2. Grantee and/or key staff members must demonstrate the capacity to successfully provide services to members of the target population.
3. Grantee must have documented proof of appropriate linkage agreements to ensure linkages to follow up care and treatment options if warranted.

### **Scopes of Service**

Successful applicants will have demonstrated their capacity and experience to provide preventative clinical screening services to minorities residing within the medically underserved areas of Illinois through the Wellness on Wheels mobile units and will have provided a detailed plan for referral for follow up care and treatment options when warranted. Services will be provided in a non-threatening, targeted, culturally and linguistically appropriate environment. All screening activity will be coordinated and approved through the Center for Minority Health Services approval process.

### **Successful Applicants Will**

1. Provide preventative health screenings in a culturally and linguistically competent manner to individuals from the target population through the Wellness on Wheels Initiative and Wellness on Wheels mobile units.
2. Coordinate all screening activity through the Center for Minority Health Services approval process.
3. Provide appropriate follow up care and treatment options when warranted.
4. Submit a monthly narrative, activity, and expenditure report in a timely manner by the 15<sup>th</sup> of each month and a detailed final report no later than July 31, 2014.
5. Attend all mandatory grantee meetings.

### **Application and Submission Process**

Application for funding is through the submission of a six page Illinois Department of Public Health Grant comprised of eight sections and a Budget Detail Template that requires cost justification in each of the twelve categories. Please ensure that all instructions are followed and all required information is submitted. All sections of the application must be completed in their entirety.

Section 7 of the application shall include a detailed description of the proposed project to include objectives, outcomes, timeline, and a work plan describing when and how the objectives will be met. Objectives shall be specific, measurable, attainable/achievable, relevant, and time bound,

and activities supporting attainment of objectives shall be described. The program plan shall demonstrate innovative or new efforts. Successful applicants shall identify how the proposed project relates to the Illinois Department of Public Health, Center for Minority Health Services Increasing Access to health Care Services for Medically Underserved Minority Populations through Mobile Health Care.

Program information contained within Section 7 must include, but is not limited to:

- Detailed description/information about the proposed project
- Expected outcomes
- Description of how outcomes will be measured
- List of goals to be accomplished during the grant period
- Proposed timeline
- Objectives by quarter with a list of tasks that will be implemented to accomplish the objectives. The organization shall specify how the objectives will be measured to determine successful completion.
- Detailed budget by line item and justification (copy attached)

### **Application Review Criteria**

All eligible applications will be evaluated by a Grant Evaluation Committee utilizing the following 100 point scale.

- Adherence to application protocol (20 points)
- Scope of Work – Annual Goals (15)
- Scope of Work - Quarterly Goals (15)
- Scope of Work – Measurement Instruments (10)
- Scope of Work – Timeline (10)
- Scope of Work – Personnel Loading Chart (5)
- Budget Detail & Justification (20)
- Letters of Support (maximum of three) (5)

### **Format**

Applications must be typed using 12 point or larger font and must be both single-spaced and one-sided. Margins may not be less than one inch on all sides.

### **Payment Methodology**

Funds awarded to successful applicants will be provided on a monthly reimbursement basis. The grantee will document actual expenditures on a monthly basis and submit an Illinois Department of Public Health Reimbursement Certification Form accompanied by a monthly narrative, activity, and expenditure report to include appropriate supporting fiscal documentation. After review and approval of program activity, narrative, and expenditure reports, a voucher will be prepared and processed through the Office of the State Comptroller for payment.

Reimbursement requests must be submitted monthly and the final reimbursement request must be received by the Illinois Department of Public Health Center for Minority Health Services no later than July 31, 2014.

**Funding for this grant program is contingent upon the final state budget. Awards will be made after the Department's Grant Review Committee process is completed and upon notification of a signed state budget. Submitting an application ensures that you will be in the pool of potential applicants considered for funding. It is not a guarantee of an award.**